User Manual

Pocket PC Phone

Please Read Before Proceeding

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THIS DEVICE IS NOT CHARGED WHEN YOU TAKE IT OUT OF THE BOX.

DO NOT REMOVE THE BATTERY PACK WHEN THE DEVICE IS CHARGING.

YOUR WARRANTY IS INVALIDATED IF YOU OPEN OR TAMPER WITH THE DEVICE'S OUTER CASING.

EXPLOSIVE ATMOSPHERES

When in any area with a potentially explosive atmosphere or where flammable materials exist, the product should be turned off and the user should obey all signs and instructions. Sparks in such areas could cause an explosion or fire resulting in bodily injury or even death. Users are advised not to use the equipment at refueling points such as service or gas stations, and are reminded of the need to observe restrictions on the use of radio equipment in fuel depots, chemical plants, or where blasting operations are in progress. Areas with a potentially explosive atmosphere are often, but not always, clearly marked. These include fueling areas, below deck on boats, fuel or chemical transfer or storage facilities, and areas where the air contains chemicals or particles, such as grain, dust, or metal powders.

PRIVACY RESTRICTIONS

Some countries require full disclosure of recorded telephone conversations, and stipulate that you must inform the person with whom you are speaking that the conversation is being recorded. Always obey the relevant laws and regulations of your country when using the recording feature of your Pocket PC Phone.

Important Safety Precautions

When using this product, the safety precautions below must be taken to offset possible legal liabilities and damages.

ELECTRICAL SAFETY

This product is intended for use when supplied with power from the battery. Other usage may be dangerous and will invalidate any approval given to this product.

SAFETY IN AIRCRAFTS

Due to the possible interference caused by this product to an aircraft's navigation system and its communications network, using this product on board an airplane is against the law in most countries.

ENVIRONMENT RESTRICTIONS

Do not use this product at gas or refueling stations. The use of this product is also prohibited in fuel storehouses, chemical plants, and locations containing explosives.

SAFETY FOR ENVIRONMENTS

Do not use this product in gas stations, fuel depots, chemical plants or where blasting operations are in progress, or in potentially explosive atmospheres such as fuelling areas, below deck on boats, fuel or chemical transfer or storage facilities, and areas where the air contains chemicals or particles, such as grain, dust, or metal powders. Please be aware that Sparks in such areas could cause an explosion or fire resulting in bodily injury or even death.

ROAD SAFETY

Vehicle drivers in motion are not permitted to use telephony services with handheld devices, except in the case of emergency. In some countries, using hand-free devices as an alternative is allowed.

INTERFERENCE WITH MEDICAL EQUIPMENT FUNCTIONS

This product may cause medical equipment to malfunction. The use of this device is forbidden in most hospitals and medical clinics.

NONIONIZING RADIATION

This product should be operated in the suggested normal condition only to ensure the radiative performance and safety of the interference. As with other mobile radio transmitting equipment, users are advised that for satisfactory operation of the equipment and for the safety of personnel, it is recommended that no part of the human body be allowed to come too close to the antenna during operation of the equipment.

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Chapter 1

Getting Started

1.1 Getting to Know your Device and its Accessories
1.2 Installing the SIM Card
1.3 Battery Information
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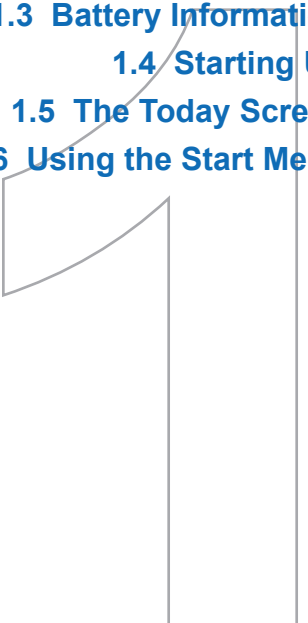
1.5 The Today Screen
1.6 Using the Start Menu

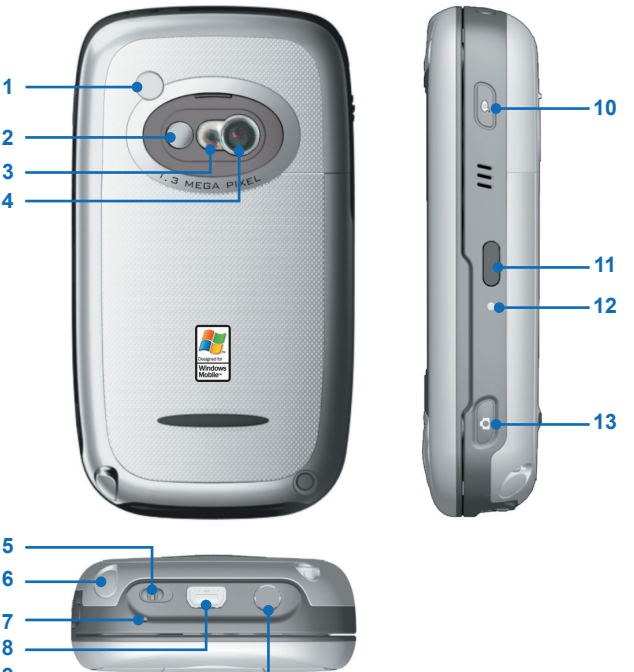


1.1 Getting to Know your Device and its Accessories

Front, top, and left-side view

No.	Item	Function
1	**MiniSD Card Slot**	Lets you insert a storage card (miniSD) for storing data.
2	**POWER Button**	Press to turn off your device temporarily and switches the device to sleep mode; press and hold (about five seconds) to turn off your device completely. When your device is in sleep mode, you can still use the phone function to receive calls; however, the phone function is off when you turn off the device completely.
3	**Notification LED 1**	Bi-color LED on the left side: Blue for Bluetooth system notification of powered-up and ready to transmit radio frequency signal, and Green for Wi-Fi status.
4	**Speaker**	Listen to audio media or a phone call from here.
5	**Notification LED 2**	Bi-color LED on the right side: Green and Amber for GSM standby, SMS message, GSM network status, notification, battery charging status.
6	**Internet Explorer**	Press to launch Internet Explorer.
7	**Messaging**	Press to quick start your Messaging.
8	**Touch Screen**	Use to write, draw, or make a selection with the stylus.
9	**Left SOFT KEY**	Performs the command shown in the label above the button.
10	**Right SOFT KEY**	Performs the command shown in the label above the button.
11	**END Button**	Press to end a call.
12	**Navigation Pad**	Press this multi-directional control up, down, left, or right to move through menus, program instructions; carry out the selection by pressing the center button.
13	**TALK Button**	Press to answer an incoming call or dial a number.
14	**Volume Controller**	Press up or down to adjust the volume.
15	**Comm Manager**	Press to start Comm manager; press and hold to switch to vibration mode.

Back, bottom, and right-side view



No.	Item	Function
1	**Car Antenna Connector**	You can connect your phone to a car antenna to utilize the superior reception quality.
2	**Flash light**	Allows you to capture images even in a dark environment.
3	**Self-Portrait Mirror**	Position your device until this mirror reflects the image you want to capture.
4	**Camera Lens**	The “live” incoming video stream enters through this lens, when Camera mode is active.
5	**Cover Latch**	Push this latch to release the battery cover.
6	**Stylus and Stylus Slot**	Use the stylus to write, draw, or select items on the touch screen.
7	**Microphone**	Speak into the microphone when receiving or making a phone call or voice recording.
8	**Sync Connector**	Use this connector for synchronizing data or recharging the battery.
9	**Earphone Jack**	Allows you to listen to audio media or use the phone’s hands-free kit.
10	**Voice Command**	Press to start Voice Speed Dial; press and hold to record a voice note.
11	**Infrared Port**	Lets you exchange file(s) or data with other devices wirelessly.
12	**RESET Button**	With the stylus, press the RESET button to soft-reset your device.
13	**CAMERA Button**	Press to launch the camera. Press again to take a picture.

The QWERTY keyboard

Your device provides you with a **QWERTY** keyboard, which is similar to a standard keyboard on your PC. To use the QWERTY keyboard, slide the screen panel to the right to reveal the keyboard.

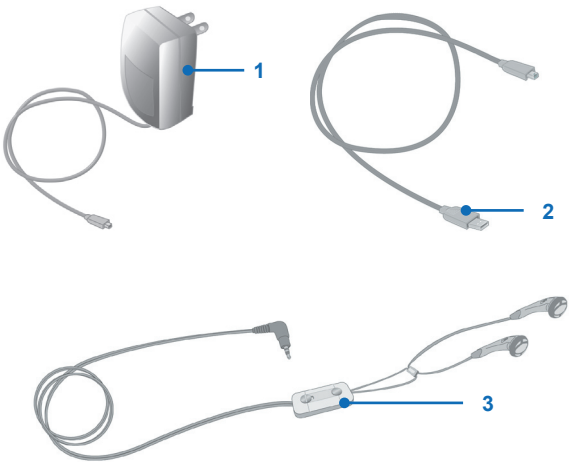
The QWERTY keyboard

You can do the following with the QWERTY keyboard:

- To type lowercase letters, press the keys using your thumbs or fingers.
- To use all uppercase letters, press ● first, then Cap Shift.
- To type a single uppercase letter, press Cap Shift and then press the corresponding key.
- To enter a number or symbol (labeled in blue color), press ● and then press the corresponding key.
- Press the Left/Right SOFT KEY ▬ / ▬ to perform the command shown in the label above the key.
- Press "OK to verify your data entries or exit the program in use.
- Press ⊞ to open the Start menu.
- Press the arrow keys ← / ↑ / ↓ / → for directional movement.

Accessories

The following accessories are provided with the device:



No.	Item	Function
1	**AC adapter**	Recharge the device battery.
2	**USB cable**	Connect your device to a PC and synchronize data.
3	**Stereo headset**	Provide a volume control jog dial and a Send/End button. You can use the button to pick up and hang up incoming and outgoing calls. Plug into Earphone Jack to listen to audio files.

1.2 Installing the SIM Card

Follow these steps to install a GSM SIM (Subscriber Identity Module) card provided by your local network service provider. The SIM card contains your phone number, service details, and phonebook/message memory.

Your device supports both 1.8V and 3V SIM cards. Some legacy SIM cards will not function within this device. The customer should consult with their service provider for a replacement SIM card. There may be a fees for this service

1. Make sure your device is turned off.
2. Slide the cover latch to remove the battery cover.

3. Pull the plastic ribbon to remove the battery. Then, insert the SIM card into the SIM card slot with its gold contacts facing down (the cut-off corner of the SIM card should match the cut-off corner in the slot).

4. Replace the battery and gently push down to snap it into place.
5. Replace the battery cover.

1.3 Battery Information

Your device contains a rechargeable Li-ion polymer battery. Your device is designed to use only manufacturer-specified original batteries and accessories. Battery performance depends on many factors, including your wireless service provider's network configuration, signal strength, the temperature of the environment in which you operate your device, the features and/or settings you select and use, items attached to your device's connecting ports, and your voice, data, and other program usage patterns.

Battery life estimates (approximations):

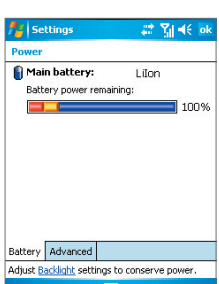
- Standby time: **150 ~ 200** hours
- Talk time (Screen off): **3.5 ~ 5** hours

Warning! To reduce risk of fire or burns.

- Do not attempt to open, disassemble, or service the battery pack.
- Do not crush, puncture, short external contacts, or dispose of in fire or water.
- Do not expose to temperatures above 60°C (140°F).
- Replace only with the battery pack designated for this product.
- Recycle or dispose of used battery as stipulated by local regulation.

To check the battery power

- Tap the battery level icon ( ) on the Today screen.
- Tap **Start > Settings > System** tab **> Power**.



Charge the battery

New batteries are shipped partially charged. Before you can use your device, you need to install and charge the battery. Some batteries perform best after several full charge/discharge cycles. You can charge the battery by:

- Connecting your device directly to an external power source.
- Plugging the device sync cable into the USB port on your PC.

Low battery

When the low-battery warning appears, do the following:

- Immediately save your current data.
- Synchronize with your PC to charge the battery.
- Turn off your device.

1.4 Starting Up

Turn the device on and off

To turn on the device, press the POWER button. When you turn on the device for the first time, you are asked to complete a calibration process. For more information, see “Calibrate the device” on next page.

To turn off the device, press POWER again.

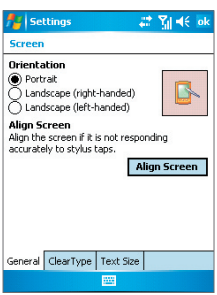
Note Pressing POWER turns off your device temporarily and switches the device to sleep mode. However, you can still receive messages and calls while your device is in the sleep mode.

Calibrate the Device

Calibrating the device screen involves tapping with the stylus the center of a cross as it moves around the screen. This process ensures that when you tap the screen with your stylus, the tapped item is activated.

If your device does not accurately respond to screen taps, follow these steps to re-calibrate it:

1. Tap **Start > Settings > System** tab **> Screen**.
2. On the **General** tab, tap **Align Screen**, and follow the instructions on the screen.



Buttons Lock

It is possible to lock the buttons on the device, so that the applications may not be accidentally launched. Once you enable this feature, only the Power button can turn on your device.

To configure the Buttons Lock settings

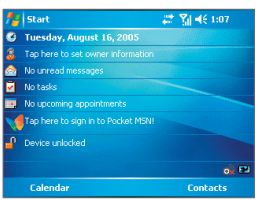
- Tap **Start > Settings > Personal** tab **> Buttons**. On the **Lock** tab, select the **Lock all buttons except Power button** check box.

Manage screen settings

The device touch screen has three orientation modes: **Portrait**, **Landscape (right-handed)**, and **Landscape (left-handed)**. Portrait mode allows you to get a better view or a better operation of certain programs on your device, while Landscape mode may be optimal for viewing longer text files.

- To change the orientation, tap **Start > Settings > System** tab **> Screen**, and select the orientation you want.

Portrait mode



Landscape mode

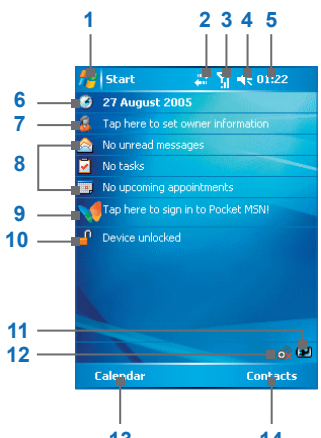
- To smooth the edges of screen fonts for many programs, on the **ClearType** tab, select the **Enable ClearType** check box.
- To increase the readability or to see more content on the screen, on the **Text Size** tab, adjust the text size by moving the slider.

Note When you slide the display panel to open the QWERTY keyboard,.the screen orientation changes automatically.

1.5 The Today Screen

The Today screen displays important information, such as upcoming appointments and status indicators. You can tap a section on the screen to open the associated program.

- To access the Today screen, tap **Start > Today**.
- To customize the Today screen display, including the background image, tap **Start > Settings > Personal** tab **> Today**.



1. Tap to open the Start menu.
2. Tap to view connectivity status.
3. Indicates the radio signal strength. Tap to configure the phone settings.
4. Tap to control device/ringer volume level.
5. Displays the current time. Tap and hold to change the clock mode: **Analog** or **Digital**.
6. Displays the current date. Tap to setup date, time, alarm, and more.
7. Tap to set owner information.
8. Your day at a glance with reminders. Tap to open the related program: messages, tasks, and appointments.
9. Tap to open MSN sign-in screen.
10. Tap to lock or unlock the device. : locked; : unlocked.
11. Indicates the battery status. Tap to open the Power Settings screen.
12. Tap to start Comm Manager.
13. Tap to open the Calendar screen.
14. Tap to open the Contacts screen.

Indicators

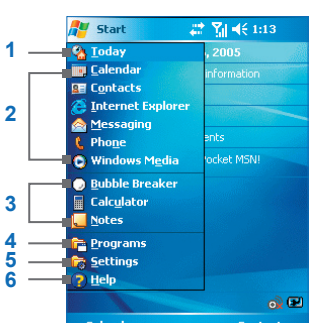
Following are some of the status icons that you may see on your device.

Icon	Description
	Indicates the battery is fully charged.
	Indicates the battery is very low.
	Battery charging.
	Sound on.
	Sound off.
	Ringer in vibration mode.
	Connection is active.
	Connection is not active.
	Synchronization in progress.
	Synchronization error.
	Indicates maximum signal strength.
	No signal.
	Phone is turned off.
	No phone service.
	Searching for phone service.
	Voice call in progress.
	Calls are forwarded.
	Call on hold.
	Missed call.
	GPRS (General Packet Radio Services) available

Icon	Description
	New e-mail or text messages.
	New voice mail
	There are more notifications. Tap the icon to view all.
	Indicates Wi-Fi is turned on. : Wi-Fi off.
	Indicates the device is locked. : Device unlocked.

1.6 Using the Start Menu

The Start menu, located at the top left corner of the Today screen, displays a list of programs. It lets you close a screen and switch from one program to another. You can start a program by scrolling through the programs list and then pressing ENTER, or by tapping a program with the stylus.



1. Tap to open the Today screen.
2. Tap to start a program. The items displayed in Start menu can be customized by tapping **Start > Settings > Personal** tab **> Menus**.
3. Tap to start a recently-used program.
4. Tap to view and select more programs that are installed in your device.
5. Tap to change device settings.
6. Tap to see a Help topic for the current screen.

Program Indicators

Following are some of the icons for the programs that are already installed on your device.

Icon	Description
	ActiveSync Synchronizes information between your device and a PC.
	Calculator Performs basic arithmetic and calculations, such as addition, subtraction, multiplication, and division.
	Calendar Keeps track of your appointments and creates meeting requests.
	Camera Snaps photos or shoots video clips with accompanying audio.
	ClearVue PDF enables you to view PDF files on your Pocket PC.
	Comm Manager Allows you to manage the device's connection (including Wi-Fi, Bluetooth, and ActiveSync), and switch the ringer/ vibration mode.
	Contacts Keeps track of your friends and colleagues.
	Download Agent Provides information about the download status and the downloaded content from the Internet.
	Excel Mobile Creates new workbooks or lets you view and edit Excel workbooks.
	File Explorer Enables you to organize and manage files on your device.
	Games Lets you play two pre-installed games: **Bubble Breaker** and **Solitaire**.
	Help Enables you to see Help topics for a program on your device.
	Internet Explorer Internet Explorer browses Web and WAP sites, and downloads new programs and files from the Internet.
	JAVA Enables you to download and install Java applications, such as games and tools, on your device.

Icon	Description
	Messaging Sends and receives e-mail and text messages.
	Modem Link Allows you to use your device as a modem.
	Notes Creates handwritten or typed notes, drawings, and recordings.
	Phone Makes and receives calls, switches between calls and sets up conference calling.
	Pictures & Videos Collects, organizes, and sorts picture and video files in the My Pictures folder of your device or on a storage card.
	Pocket MSN Sends and receives instant messages with your MSN Messenger contacts.
	PowerPoint Mobile Lets you view and edit PowerPoint slides and presentations.
	Search Enables you to search contacts, data, and other information on your device.
	SIM Manager Collects, organizes and sorts the contact list stored in your SIM card.
	Tasks Keeps track of your tasks.
	Windows Media Enables the multimedia function on your device.
	Voice Speed Dial You can record voice tags so that you can dial a phone number or launch programs simply by speaking a word.
	Word Mobile Creates new documents or lets you view and edit Word documents.
	Terminal Services Client Allows you to log on a PC running Terminal Services or Remote Desktop, and use all of the programs available on that PC from your mobile device.
	Zip Enables you to save memory and increase the storage capacity of your device by compressing files in the conventional ZIP format.

Chapter 2

Entering and Searching Information

2.1 Introduction
2.2 Using the Keyboard
2.3 Using Letter Recognizer
2.4 Using Block Recognizer
2.5 Using Transcriber
2.6 Using Phone Pad
2.7 Drawing and Writing on the Screen
2.8 Recording a Note
2.9 Searching Information

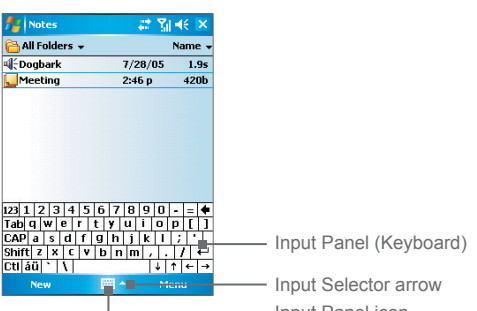
2.1 Introduction

When you start a program or select a field that requires text or numbers, Input Panel automatically becomes available. Input Panel provides access to the various input methods available on your device, including **Block Recognizer**, **Keyboard**, **Letter Recognizer**, **Phone Pad**, and **Transcriber**. By default, the Input Panel icon appears on the menu bar to indicate which input method is currently selected. The Input Selector arrow (shown at the right side of the Input Panel icon) opens a list of available input methods.

To show or hide Input Panel

- Tap the Input Panel icon on the menu bar.

Example:



Icon	Input method
	The on-screen keyboard.
	Letter Recognizer or Block Recognizer.
	Phone Pad
	Transcriber

2.2 Using the Keyboard

To enter text, symbols, and numbers, you can either type using the **QWERTY Keyboard** or the standard on-screen **Keyboard**. For use of the QWERTY keyboard, see the instruction in Chapter 1.

Using the standard on-screen Keyboard

The on-screen **Keyboard** is available when text entry is possible. You can enter text by tapping keys on the keyboard that are displayed on the screen.

To enter text using the on-screen Keyboard

1. In a program, tap the Input Selector arrow, and tap **Keyboard**.
2. Enter text by tapping keys on the on-screen Keyboard.

To enlarge the on-screen Keyboard

1. Tap the **Input Selector** arrow, then tap **Options**.
2. In the **Input method** list, select **Keyboard**.
3. Tap **Large Keys**.

2.3 Using Letter Recognizer

With **Letter Recognizer**, you can write individual letters, numbers, and punctuation, which are then converted into typed text.

To use Letter Recognizer

1. From a program, tap the Input Selector arrow, and tap **Letter Recognizer**.
2. Write characters, numbers, and symbols in the designated writing area.
   - Enter capital letters by writing in the ABC (left) area of the box.
   - Enter lower case letters by writing in the abc (middle) area of the box.
   - Enter numbers by writing in the 123 (right) area of the box.
   - Enter punctuation and symbols by tapping in either area of the box and then writing the desired character.

Note Letter **Recognizer** is available when text entry is possible.

Tip For help with writing characters with **Letter Recognizer**, tap the question mark near the writing area.

2.4 Using Block Recognizer

With **Block Recognizer**, you use a single stroke to write letters, numbers, symbols, and punctuation, which are then converted into typed text.

To use Block Recognizer

1. From a program, tap the Input Selector arrow, and tap **Block Recognizer**.
2. Write characters, numbers, and symbols in the designated writing area.
   - Enter letters by writing in the abc (left) area of the box.
   - Enter numbers by writing in the 123 (right) area of the box.
   - Enter symbols and punctuation by tapping in either area of the box and then writing the desired character.

Note **Block Recognizer** is available when text entry is possible.

Tip For help with writing characters with **Block Recognizer**, tap the question mark near the writing area.

2.5 Using Transcriber

Transcriber is a handwriting recognition program that allows you to write in cursive, print, or a combination of both. Transcriber works transparently in the background of programs, recognizing words with its integrated dictionary. When Transcriber is turned on, it interprets stylus movement anywhere on the screen as handwriting input. For more information about using Transcriber, see Help on your device.

To start Transcriber

1. Start a program that accepts user input, such as Word Mobile.
2. Tap the Input Selector arrow, and tap **Transcriber**. The Transcriber introductory screen appears.

To write using Transcriber

1. In a program, position the cursor where you want text to appear.
2. Use the stylus to write anywhere on the screen. The handwriting will be converted to text shortly after you lift the stylus from the screen.

To enter punctuation and symbols

Transcriber comes with an on-screen keyboard that provides an easy way to add punctuation or a special symbol to existing text.

- From a program, tap on the Transcriber toolbar.

  The keyboard remains visible until you tap the button again.

Tips To reposition the keyboard, tap and hold the title bar, then drag to the desired location.

When no text is selected, you can also open the keyboard by doing the gesture.

To edit text

1. In a program, draw a line across the text you want to edit.
2. After you lift the stylus from the screen, the line will disappear and the selected text will be highlighted.
3. Do either of the following:
   - Rewrite the text.
   - Use gestures to capitalize letters, insert a space, and so on. For information about using gestures, see “Transcriber Gestures” in this chapter.

Transcriber Gestures

Use quick strokes of the stylus to edit your text or to insert returns, spaces, or tabs.

Do	To
	Insert a paragraph return at the cursor. The horizontal portion of the gesture must be at least two times longer than the vertical portion.
	Insert a space at the cursor. The horizontal portion of the gesture must be at least two times longer than the vertical portion.
	Move the cursor one space back and erase any text. Do the gesture by drawing a line from right to left.
	Open the menu of alternate words if a word is selected or the on-screen Transcriber keyboard if no text is selected. Do the gesture by drawing a line straight down and back up.
	Change the capitalization of a selected letter, word, or block of text. Do the gesture by drawing a line straight up.

Do	To
	Undo the last action. Do the gesture by drawing a line straight up and back down.
	Copy the selected text. Do the gesture by drawing a line from left to right and back.
	Cut the selected text. Do the gesture by drawing a line from right to left and back.
	Paste copied or cut text. Do the gesture by drawing a line from the lower left of the screen diagonally up toward the right and back down to the right.
	Insert a tab. The horizontal portion of the gesture must be at least two times longer than the vertical portion.

Tip You can also use the **Enter**, **Space**, and **Backspace** buttons on the Transcriber toolbar.

The Transcriber toolbar

The Transcriber toolbar, which appears at the bottom of the screen when Transcriber is open, provides easy access to several tools, Enter, Space, and Backspace buttons, and Left and Right arrow buttons.

Tap	To
	Open the **Options** dialog box, where you can set options such as writing direction, text entry, and shorthand.
	Open **Letter Shapes**, where you can set your personal writing styles to maximize recognition.
	Use the miniature keyboard to quickly enter numbers, punctuation, and other symbols.

Tap	To
	Change the character recognition mode. • **a** mode. This is the default for optimum handwriting recognition. • **123** mode. Numbers and some letters are allowed and the calculator is activated. • **A** mode. All letters are automatically capitalized. If you are in **A** or **123** mode, recognition returns automatically to the default mode once you lift the stylus.
	Insert a space at the cursor.
	Insert a paragraph return at the cursor.
	Move the cursor one space to the left.
	Move the cursor one space to the right.
	Move the cursor one space back and erase any text.
	Open Transcriber Help.

2.6 Using Phone Pad

Phone Pad provides a flexible, alternate method for entering information. Using Phone Pad, you can easily switch between three input modes: **T9**, **Multi-Tap**, and **Numeric**, including a list of symbols for greater convenience.

To start Phone Pad

1. Start a program that accepts user input, such as Word Mobile.
2. Tap the Input Selector arrow, then tap **Phone Pad**.

Tip **Phone Pad** can be started at any time, except when your device is in Camera mode or displaying the Today screen.

Use T9 input mode

By default, the device Phone Pad is in **T9** mode. It is the easiest and most convenient way to enter text in English because it has the capability to enter text in alphanumeric format. As you tap alphanumeric keys on the keypad, T9 tries to automatically match the letters you have selected with the most likely completed word.

You can do the following by using the T9 input mode:

- To enter a word, tap the keys on the keypad.
- To insert a word in the current program screen:
  1. Tap any word in the word list (directly above the keypad).
  2. Tap ↵.
  3. Select a word, and tap ↵ to insert the word.

- To enter a number, do any of the following:
  - Tap and hold on the desired number key on the keypad.
  - Select the numeric mode, and tap the number.
- To insert a space or tab, tap .
- To scroll through the word list, tap or .
- To enter a capital letter, tap .
- To add symbols, do any of the following:
  - Tap to display the most frequently used symbols on the word list.
  - Tap to choose a symbol from the entire list.

Use Multi-Tap input mode

Multi-Tap input mode is an alphabetic mode that allows you to manually enter individual letters to form words.

Use Numeric input mode

Numeric input mode allows you to enter a number each time you tap a number key. You can compile several numbers on the word list, then tap to insert the numbers at the current cursor position on the screen.

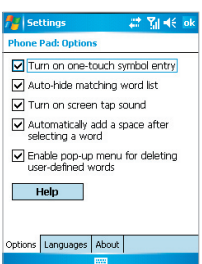
Use the Options screen

You can customize various behaviors for Phone Pad, including the language database on the Options screen. To access the Phone Pad Options screen, do any of the following:

- Tap and hold on the keypad.
- Tap the Input Selector arrow at the bottom of the screen, and tap **Options**. Then, on the **Input Method** tab of the Input screen, tap **Options**.

The Options screen provides you with the following settings to setup:

- **Turn on one-touch symbol entry**. Select this check box to choose one symbol at a time.
- **Auto-hide matching word list**. Select this check box to hide the wordlist after you choose a word.
- **Turn on screen tap sound**. Select this check box to play a sound each time you tap a key.
- **Automatically add a space after selecting a word**. Select this check box to add a space automatically at the end of every word.
- **Enable pop-up menu for deleting user-defined words**. Select this check box to display a pop-up (shortcut) menu whenever you tap a word that is in the user database.

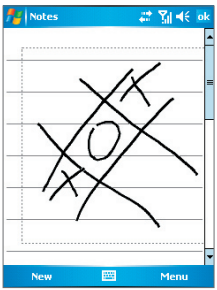


Options screen

2.7 Drawing and Writing on the Screen

With your device, you can draw directly on the screen, or write on the screen and save notes in your own handwriting. To do this, you must set the input mode in Notes to **Writing**. If you prefer to use handwriting or frequently add drawings to your notes, you may find it helpful to set Writing as the default input mode. If you prefer typed text, set **Typing** as the default input mode.

For more information on what you can do with Notes, see “Notes” in Chapter 7.



Drawing on the Screen

To set the input mode for Notes

1. Tap **Start > Programs > Notes**.
2. In the note list, tap **Menu > Options**.
3. In the **Default mode** box, tap one of the following:
   - **Writing** if you want to draw or enter handwritten text in a note.
   - **Typing** if you want to create a typed note.
4. Tap **OK**.

To write a note

1. Tap **Start > Programs > Notes**.
2. In the note list, tap **New**.
3. Write your text on the screen.
4. When finished, tap **OK** to return to the note list.

Notes To select handwritten text, tap and hold next to the writing. As soon as dots appear, and before they form a complete circle, quickly drag across the writing.

If a letter crosses three ruled lines, it is treated as a drawing rather than text.

To draw in a note

1. Tap **Start > Programs > Notes**.
2. In the note list, tap **New**.
3. To draw on the screen, use the stylus like a pen.
4. A selection box appears around your drawing.
5. When finished, tap **OK** to return to the note list.

Note To select a drawing (for example, to copy or delete it), tap and hold the drawing briefly. When you lift the stylus, the drawing is selected.

2.8 Recording a Note

You can create a stand-alone recording (voice note) or you can add a recording to a note. For more information about creating, changing, or saving notes, see “Notes” in Chapter 7.

To create a voice note

1. Tap **Start > Programs > Notes**.
2. Do one of the following:
   - To create a stand-alone recording, record from the note list.
   - To add a recording to a note, create or open a note.
3. If you do not see the Recording toolbar, tap **Menu > View Recording Toolbar**.
4. Tap the record icon (●) to begin recording.
5. Hold your device’s microphone near your mouth or other source of sound.
6. Tap the stop icon (■) when finished recording.
7. If you adding a recording to a note, tap **OK** to return to the note list when finished.

8. If you are recording in an open note, an icon will appear in the note.
9. If you are creating a stand-alone recording, the recording will appear in the note list.

Tip To quickly create a recording, press the RECORD button. When you hear the beep, begin your recording. Release the button when you are finished.

To change recording formats

1. Tap **Start > Settings > Personal** tab **> Input**.
2. Tap the **Options** tab, and in the **Voice recording format list**, tap the format you want.
3. Tap **OK**.

Note You can also change recording formats from within Notes. In the note list, tap **Menu > Options > Global Input Options** link (at the bottom of the page).

2.9 Searching Information

You can search for files and other items stored on your device in the My Documents folder or on a storage card. You can search by file name or by words located in the item. For example, you can search in e-mail messages, notes, appointments, contacts, and tasks, as well as in online Help.

To search for a file or an item

1. Tap **Start > Programs > Search**.
2. In **Search for**, enter the file name, word, or other information you want to search for.
3. If you have looked for this item before, tap the **Search for** arrow and select the item from the list.
4. In **Type**, select a data type to help narrow your search.
5. Tap **Search**.
6. The **My Documents** folder and subfolders are searched.
7. In the **Results** list, tap the item you want to open.

Note The storage card symbol is displayed next to the names of files saved on a storage card.

Chapter 3

Using Phone Features

3.1 Using the Phone
3.2 Making a Call
3.3 Receiving a Call
3.4 Smart Dialing
3.5 In-call Options
3.6 Additional Dialing Information

3.1 Using the Phone

Like a standard mobile phone, you can use your Pocket PC Phone to make, receive, and keep track of calls and send SMS/MMS messages. You can also take notes while talking, dial directly from Contacts, and easily copy SIM contacts to Contacts on the device.

The Phone screen

From the Phone screen, you can access Call History, Speed Dial, and Phone settings. To open the Phone screen, do one of the following:

- Use the stylus and tap **Start > Phone**.
- Press the TALK button ( ).
- Directly dial the phone number by pressing numeric keys on the QWERTY keyboard.

TALK button

Enter your PIN

Most SIM cards are preset with a PIN (personal identification number) that is provided by your wireless service provider. You need to enter the PIN whenever you use your device.

1. Enter the preset PIN assigned by your wireless service provider.
2. Tap **Enter**.

Note If your PIN is entered incorrectly three times, the SIM card will be blocked. If this happens, you can unblock it with the PUK (PIN Unblocking Key) obtained from your wireless service provider.

Turn on and off flight mode

In many countries you are required by law to turn off your phone on-board an aircraft. Turning off the power doesn't turn off the phone. You must activate flight mode in order to turn off the phone.

You can turn on flight mode and still keep your device turned on and use other functions.

- Tap the Signal icon ( ), and tap **Turn on flight mode** to turn off the phone.
- To resume call function, make flight mode unavailable by tapping **Turn off flight mode**.

Adjust the device volume

1. Tap the Speaker icon ( ).
2. Under Volume, do the following:
   - Adjust the phone volume ( ) or device volume ( ) by moving the slider to the desired volume level.
   - Tap **On**, **Vibrate**, or **Off** to change both the system and ringer volume settings.

Volume Adjustment

Notes To adjust the conversation phone volume, you must do it during a call. Adjusting the volume at another time will affect the ring, notification, and MP3 sound levels.

When you activate Vibrate mode, sound will automatically be muted and the device will vibrate when an incoming call is received. The Vibrate icon ( ) will appear in the title bar to indicate that Vibrate mode is activated.

3.2 Making a Call

With your device, you can make a call from **Phone**, **Contacts**, **Speed Dial**, **Call History**, and **SIM Manager**.

Make a call from Phone

- On the Phone screen, tap the desired phone number, and tap the **Talk** button.

Phone Screen

Tip If you tap a wrong number, tap the Back arrow (←) to erase individual numbers one at a time. To delete all the numbers, tap and hold the Back arrow.

Make a call from Contacts

- Tap **Start > Contacts**.
- Tap the desired contact, and press TALK twice (once to send the number to the Phone keypad, and once to dial the number).
- You can also tap the desired contact in the contacts list, and tap the phone number that you want to call. Or, tap and hold the desired contact, and on the shortcut menu, tap **Call Work**, **Call Home**, or **Call Mobile**.

To specify the number to dial

By default, the mobile telephone number (w) of a contact is dialed when you make a call from Contacts. However, you can specify that a different phone number is used instead.

1. Tap **Start > Contacts**.
2. Press NAVIGATION up or down to select the contact.
3. Press NAVIGATION left or right. The letters representing the number will change as you scroll through them.

Make a call from Call History

1. On the Phone screen, tap the **Call History** button.
2. Tap **Menu > Filter** and tap a category.
3. Scroll to the desired contact or phone number, and tap **Call**.

Make a call from Speed Dial

Use Speed Dial to call frequently-used numbers with a single tap. For example, if you assign a contact to the location **2** in Speed Dial, you can simply tap and hold

on the Phone screen to dial the contact's number. Before you can create a Speed Dial entry, the number must already exist in Contacts.

To create a Speed Dial entry

1. On the Phone screen, tap **Menu > Speed Dial**.
2. Tap **Menu > New.**
3. Tap a contact. Tap the phone number for which you want to create a Speed Dial.
4. In the **Location** box, select an available location for the new Speed Dial.

Note	Location **1** is generally reserved for your voice mail, and Speed Dial will designate the next available location by default. If you want to place a number in a position that is already occupied, the new number will replace the number that is already there.

Tips	To create a Speed Dial entry from Contacts, tap and hold the contact name, tap **Add to Speed Dial**, and select an available location for the new Speed Dial. To delete a Speed Dial entry, in the **Speed Dial** list, tap and hold the desired entry, and tap **Delete**.

To make a call from SIM Manager

SIM Manager allows you to view the contents of your SIM card, transfer SIM phonebook entries to Contacts on your device, and make a call from your SIM card.

1. Tap **Start > Programs > SIM Manager**. Wait for your SIM card contents to load.
2. Tap and hold the name or phone number of the person you want to call, and tap **Call**.

3.3 Receiving a Call

When you receive a phone call, a message will appear, giving you the option to either answer or ignore the incoming call.

To answer or reject an incoming call

- To answer the call, tap **Answer**, or press TALK on the device.
- To reject the call, tap **Ignore**, or press END on the device.

To end a call

Once an incoming or outgoing call is in progress, you can tap **End** or press END on the device to hang up.

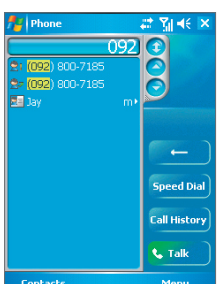
3.4 Smart Dialing

Smart Dialing is a program that makes it easy for you to dial a phone number. When you start entering numbers, Smart Dialing will automatically search and sort the contact entries on the SIM card, in Contacts, and the phone numbers in Call History (including incoming, outgoing, and missed calls). Then, you can select the desired number or contact from the filtered list to dial.

Start Smart Dialing

Open the Phone screen and tap the first digit of the number you want to dial, and the Smart Dialing panel will appear automatically. You can size the panel according to your need by tapping the arrow icon .

Normal Panel



Enlarged Panel

Smart Dialing starts looking for numbers that match the sequence you have entered. Each time you tap an additional digit or delete a digit, the search is renewed and the result is re-displayed. The list may include phone numbers and/or contact names associated with matching number sequences.

To make a call or send a text message using Smart Dialing

1. Begin entering the first few numbers.
2. In the Smart Dialing panel, browse the list by tapping the arrows (/) or pressing NAVIGATION up or down to select the desired contact or phone number.
3. The highlighted item will move one line when you press NAVIGATION up or down; the highlighted item will scroll one page when you tap the arrows.
4. Do one of the following:
   - When the correct contact is selected, tap **Talk**.
   - To call a different phone number associated with the selected contact, tap and hold the selected contact, and tap the phone number you want to call.

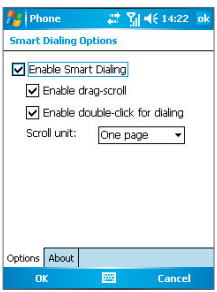
Tap and hold the contact to pop up the shortcut menu

   - To send a text message to the selected contact, tap and hold the contact, and tap **Send Text Message**.

Tip To view or edit information associated with the selected contact, tap the contact's name on the shortcut menu (applies only to entries stored in Contacts on your device).

Set up Smart Dialing

1. On the Phone screen, and tap **Menu > Smart Dialing Options**.
2. On the **Options** tab, select the **Enable Smart Dialing** check box.
   - Select the **Enable drag-scroll** check box to scroll in the matched list by dragging.
   - Select the **Enable double-click for dialing** check box to make a call by double-clicking the item in the matched list.
   - In **Scroll unit**, you can set up the scrolling options when pressing NAVIGATION up or down.



3.5 In-call Options

To put a call on hold

Your device notifies you when you have another incoming call, and gives you the choice of rejecting or accepting the call. If you are already on a call and accept the new call, you can choose to switch between the two callers, or set up a conference call between all three parties.

1. Tap **Answer** to take the second call, and put the first one on hold.
2. To end the second call and return to the first call, tap **End** or press END on your device.

To switch between two calls

- Tap **Swap**.

To set up a conference call

1. Either put a call on hold, and dial a second number; or, accept a second incoming call when you already have one in progress.
2. Tap **Conference**.

Note Not all service providers support conference calling. Contact your service provider for details.

To turn on and off the Speakerphone

The built-in Speakerphone on your device allows you to talk hands-free or lets other people listen to the conversation.

- During a call, tap **Speaker On**, or press and hold TALK until the speakerphone turns on. The speakerphone icon ( ) appears in the title bar.
- To turn off the speakerphone, tap **Speaker Off**, or press and hold TALK again until the speakerphone turns off.

Warning! To avoid damage to your hearing, do not hold your device against your ear when the Speakerphone is turned on.

To mute a call

You can turn off the microphone during a call, so that you can hear the caller but the caller cannot hear you.

- During a call, tap **Mute**.
- When the microphone is turned off, the mute icon ( ) appears on the screen. Tap **Unmute** to turn on the microphone again.

3.6 Additional Dialing Information

Make an emergency call

- Enter the international emergency number for your locale, and tap **Talk**.

Tip Additional emergency numbers may be included in your SIM card. Contact your service provider for details.

Make an international call

1. Tap and hold

on the Phone keypad until the **+** sign appears. The **+** replaces the international prefix of the country that you are calling.
2. Enter the full phone number you want to dial, and tap **Talk**. The full phone number includes country code, area code (without the leading zero, if any) and phone number.

SIM Tool Kit (STK)

A SIM card must be inserted in your device in order to use this feature, which allows you to access a range of information services provided by your service provider.

1. Tap **Start > Programs > STK Service** icon. A list of provided services appears.
2. To access a service, tap the item in the list.

Chapter 4

Synchronizing Your Device

4.1 Using ActiveSync
4.2 Synchronizing Information
4.3 Synchronizing via Infrared and Bluetooth
4.4 Synchronizing Music, Video, and Pictures

4.1 Using ActiveSync

ActiveSync synchronizes information on your device with information on your PC, such as Outlook content. ActiveSync can also synchronize over a wireless or cellular network with Microsoft Exchange Server, if your company or service provider is running Microsoft Exchange Server with Exchange ActiveSync. When you synchronize, ActiveSync compares the information on your device with the information on your PC and/or Exchange Server and updates all locations with the most recent information.

With ActiveSync, you can:

- Synchronize information, such as Outlook E-mail, Contacts, Calendar, or Tasks information on your device with your PC, as well as pictures, video, and music.
- Synchronize Outlook E-mail, Contacts, Calendar appointments, and Tasks on your device directly with Exchange Server so that you can stay up to date even when your PC is turned off.
- Exchange files between your device and your PC without synchronizing.
- Select which types of information are synchronized and specify how much information is synchronized. For example, you can choose how many weeks of past Calendar appointments to synchronize.

Before you can synchronize information with a PC, you must first install ActiveSync on your PC and create a synchronization relationship between your device and the PC. You can install ActiveSync from the Getting Started disc that comes with your device. ActiveSync is already installed on your device.

Once you have installed ActiveSync and set up a synchronization relationship, ActiveSync on the PC recognizes your device when you connect it, and automatically transfers the synchronization settings you specified on your device.

You may be able to synchronize your device with Exchange Server through your company or wireless service provider. If you plan to do so, obtain the name of the Exchange Server, your user name, password, and domain name from your administrator before starting the Sync Setup Wizard.

To install and set up ActiveSync

1. Install ActiveSync on your PC, as described on the Getting Started disc. After Setup completes, the Sync Setup Wizard automatically starts when you connect your device to the PC.
2. Follow the instructions on the screen to complete the wizard. In the Sync Setup Wizard, do one or both of the following:
   - Create a synchronization relationship between your PC and the device.
   - Configure an Exchange Server connection to synchronize directly with Exchange Server.
3. Choose information types to synchronize.

Note When you finish the wizard, ActiveSync synchronizes your device automatically. Once synchronization completes, you can disconnect your device from your PC.

4.2 Synchronizing Information

When you connect your device to the PC using a USB or serial cable, an infrared connection, or a Bluetooth connection, ActiveSync will immediately synchronize. While the device is connected, ActiveSync synchronizes every time you make a change on either the PC or the device.

Synchronizing Outlook information

If you have set up a synchronization relationship between your device and the PC, synchronization keeps Outlook information up-to-date on both computers. ActiveSync synchronizes a limited amount of information by default to save storage space on your device. You can change the amount of information synchronized for a given information type in Settings for the information type.

You can set up your device to synchronize with more than one PC or with a combination of one or more PCs and Exchange Server. When synchronizing with multiple computers, the items that you synchronize will appear on all of the computers with which they are synchronized. For example, if you have set up synchronization with two PCs (PC1 and PC2), which have different items, and you synchronize Contacts and Calendar on the device with both computers, the result is as follows:

Location	New state
PC1	All Outlook contacts and calendar appointments that were on PC2 are now also on PC1.
PC2	All Outlook contacts and calendar appointments that were on PC1 are now also on PC2.
Device	All Outlook contacts and calendar appointments from both PC1 and PC2 are on the device.

Note Outlook e-mail can be synchronized with only one computer.

To start and stop synchronization

- To synchronize Outlook information and other local information on the PC, including media files, connect your device to the PC using Bluetooth, infrared (IR) or a cable or cradle.
- If you are synchronizing directly with Exchange Server, you can use this connection to the PC to "pass though" to the network, or you can synchronize without connecting to the PC over a cellular or Wi-Fi network.
- In ActiveSync, tap **Sync**. To end synchronization before it completes, tap **Stop**.

To change which information is synchronized

1. In ActiveSync on the device, tap **Menu > Options**.
2. Do one or both of the following:
   - Select the check box for any items you want to synchronize. If you cannot select a check box, you might have to clear the check box for the same information type elsewhere in the list.
   - Clear the check box for any items you want to stop synchronizing.
3. To stop synchronizing with one PC completely, tap the PC and tap **Delete**.

Notes Outlook e-mail can be synchronized with only one computer.

To change available synchronization settings, select the type of information and tap **Settings**.

To synchronize directly with Exchange Server

You can set up synchronization with Exchange Server on your device, if it is available to you through your company or wireless service provider. However, you should first ask your administrator for the following information and then carry on with the steps: Exchange Server name, your user name, password, and domain name.

1. In ActiveSync on the device, tap **Menu > Configure Server**. If you have not yet set up synchronization with Exchange Server, this will say **Add Server Source**.
2. In **Server address**, enter the name of the server running Exchange Server, and tap **Next**.
3. Enter your user name, password, and domain, and tap **Next**. To change the rules for resolving synchronization conflicts, tap **Advanced**.
4. Select the check boxes for the types of information items that you want to synchronize with Exchange Server.
5. To change available synchronization settings, select the type of information, and tap **Settings**.
6. Tap **Finish**.

4.3 Synchronizing via Infrared and Bluetooth

You can connect your device to the PC to synchronize using the local wireless technologies, such as infrared (IR) and Bluetooth. These technologies have almost similar but slightly differing requirements.

To synchronize with a PC via infrared

1. Follow the instructions in ActiveSync Help on the PC for setting up your PC to receive infrared beams.
2. Line up the infrared (IR) ports according to the instructions in the manufacturer's documentation for your device so that they are unobstructed and within close range.
3. On the device, tap **Start > Programs > ActiveSync**.
4. Tap **Menu > Connect via IR**.
5. Tap **Sync**.

To synchronize with a PC via Bluetooth

1. Follow the instructions in ActiveSync Help on the PC for configuring Bluetooth on your PC to support ActiveSync.
2. On the device, tap **Start > Programs > ActiveSync**.
3. Tap **Menu > Connect via Bluetooth**. Make sure that Bluetooth is turned on at the device and the PC, and that they are within close range.
4. If this is the first time you have connected to this PC via Bluetooth, you must first complete the Bluetooth wizard on the device and set up a Bluetooth partnership between your device and the PC.

For more information about enabling and configuring Bluetooth, see Chapter 6.

Note You can also use the Sync Setup Wizard to set up the device to synchronize remotely with Exchange Server. This wizard is started when you connect your mobile device to your PC after installing ActiveSync on the PC.

4.4 Synchronizing Music, Video, and Pictures

If you want to carry your music or other digital media with you along while you travel, ActiveSync works with Windows Media Player to synchronize music, video, and pictures with your device.

Other than selecting the Media information type in ActiveSync to be synchronized, all media synchronization settings must be set in Windows Media Player. Before media can be synchronized, you must do the following:

- Install Windows Media Player Version 10 on the PC.
- Connect your device to the PC with a USB cable. If the device is currently connected using Bluetooth or infrared, you must end that connection before media can be synchronized.
- Insert a storage card into your device (32MB or larger is recommended).
- Set up a sync partnership between the storage card and Windows Media Player.

Change Media synchronization settings

Once you select the Media information type in ActiveSync to be synchronized, any of your favorite music, video, and picture files in Windows Media Player playlists can be synchronized. All you have to do is set up synchronization in Windows Media Player for those media files.

To set up a sync relationship with a storage card

1. Open Windows Media Player.
2. Click the **Sync** tab.
3. Select the storage card.
4. Click **Set up Sync**.

For information about using Windows Media Player on the device, see Chapter 8.

Chapter 5

Managing Your Pocket PC Phone

5.1 Personalizing Your Pocket PC Phone
5.2 Adding and Removing Programs
5.3 Managing Memory
5.4 Backing Up Files
5.5 Protecting Your Device
5.6 Resetting Your Pocket PC Phone

5.1 Personalizing Your Pocket PC Phone

Today screen settings

The Today screen shows your upcoming appointments, active tasks, and information about e-mail messages. You can customize the Today screen on your device.

To customize the Today screen

1. Tap **Start > Settings > Personal** tab **> Today**.
2. On the **Appearance** tab, select the desired theme for the background of the Today screen.
3. On the **Items** tab, select the items you want to appear on the Today screen.

Tip To change the order of items displayed on the Today screen, tap the item, and tap **Move Up** or **Move Down**.

To add a custom background image

You can use one of your own pictures as the background image on the Today screen. Be aware that pictures can affect the readability of text on the Today screen.

1. Tap **Start > Settings > Personal** tab **> Today**.
2. Select the **Use this picture as the background** check box, and tap **Browse** to view a list of your picture files.
3. Tap the file name of the picture you want to use.
4. Tap **OK**.

To set options for displaying appointments on the Today screen

If you have a large number of appointments, you may want to specify the kind of appointments that are displayed on the Today screen.

1. Tap **Start > Settings > Personal** tab **> Today**.
2. Tap the **Items** tab.
3. Select **Calendar** and tap **Options**.
4. Do any of the following:
   - Select **Next appointment** to show only the next appointment in your schedule, or **Upcoming appointments** to show multiple appointments.
   - Clear the Display all day events check box if you do not want to display all-day events.

To set options for displaying tasks on the Today screen

If you have a large number of tasks, you may want to specify the kind of tasks that are displayed on the Today screen.

1. Tap **Start > Settings > Personal** tab **> Today**.
2. Tap the **Items** tab.
3. Select **Tasks** and tap **Options**.
4. Do any of the following:
   - Under **Display number of**, select the type of tasks you want to appear on the Today screen.
   - In the **Category** list, select whether to display only tasks assigned to a specific category or to display all tasks.

Customize the Start menu

You can choose which items appear in the **Start** menu.

1. Tap **Start > Settings > Personal** tab **> Menus**.
2. Select the check boxes of the items you want to appear in the **Start** menu. You can select up to seven items.

Tip You can also create folders and shortcuts to appear on the Start menu. In ActiveSync on your PC, click Explore. In the Mobile Device window, double-click **My Windows Mobile-Based Device > Windows > Start Menu**, then create the folders and shortcuts that you want. You will see the added items after you synchronize.

Set Date / Time / Language / Regional Options

You can set up the correct date, time, language, and regional settings according to your use.

To set the time and date

1. Tap **Start > Settings > System** tab **> Clock & Alarms**.
2. Select the correct time zone and change the date or time.

Note During synchronization, the time on your device is updated with the time on your PC.

To set an alarm

1. Tap **Start > Settings > System** tab **> Clock & Alarms > Alarms** tab.
2. Tap **<Description>** and enter a name for the alarm.
3. Tap the day of the week for the alarm. You can select multiple days by tapping each desired day.
4. Tap the time to open a clock and set the time for the alarm.

5. Tap the alarm icon ( ) to specify the type of alarm you want. You can choose a flashing light, a single sound, a repeating sound, or vibration.
6. If you choose to play a sound, tap the list next to the **Play sound** check box and tap the sound you want.

To set the time and date for a different location

If you visit or communicate with someone in a particular time zone often, you can select it as your visiting time zone.

1. Tap **Start > Settings > System** tab **> Clock & Alarms**.
2. Tap **Visiting**.
3. Select the correct time zone and change the time or date.

To change language and regional settings

The style in which numbers, currency, dates, and times are displayed is specified in regional settings.

1. Tap **Start > Settings > System** tab **> Regional Settings**.
2. On the **Region** tab, select your region and language.
3. The region you select determines which options will be available on the other tabs.
4. To customize settings further, tap the appropriate tabs and select the desired options.

Personal and system settings

Your device may come with programs already assigned to hardware buttons. You can customize these buttons to open the programs you use most, or to perform certain shortcuts such as changing the screen orientation, opening the Today screen, or opening Input Panel.

To reassign programs or shortcuts to program buttons

1. Tap **Start > Settings > Personal** tab **> Buttons**.

2. A list of buttons and their current assignments is displayed on the **Program Buttons** tab.
3. Tap the button you want to reassign. To help you identify the buttons, there are numbers and icons representing the original function of the button.
4. In the **Assign a program** box, tap the program or shortcut you want to assign.
5. Tap **OK**.

To increase or decrease the size of text on the screen

1. Tap **Start > Settings > System** tab **> Screen > Text Size** tab.
2. Move the slider to increase or decrease the text size.

To enter owner information

Entering and displaying owner information are best practices; they allow someone to return the device to you in case it is lost.

1. Tap **Start > Settings > Personal** tab **> Owner Information**.
2. On the **Identification** tab, enter your personal information.

Tip If owner information is displayed on the Today screen, you can open and edit the information directly from the Today screen. Just tap that section of the screen.

To choose how to be notified about events or actions

1. Tap **Start > Settings > Personal** tab **> Sounds & Notifications**.
2. On the **Sounds** tab, choose how you want to be notified by selecting the appropriate check boxes.
3. On the **Notifications** tab, in **Event**, tap an event name and choose how you want to be notified by selecting the appropriate check boxes. You can choose from several options, such as a special sound, a message, or a flashing light.

Tip Turning off sounds and the flash light helps conserve battery power.

To adjust the speed for scrolling

Pressing and holding NAVIGATION up or down (Up/Down control) scrolls through the items in a list.

1. Tap **Start > Settings > Personal** tab **> Buttons > Up/Down Control** tab.
2. Do one of the following:
   - Under **Delay before first repeat**, move the slider to shorten or lengthen the time that elapses before scrolling begins.
   - To change the time it takes to scroll from one item to the next, under **Repeat rate**, move the slider to adjust the speed.

To find the operating system version number

The version of the operating system on your device will be listed near the top of the screen.

- Tap **Start > Settings > System** tab **> About**.

To get detailed device information

- Tap **Start > Settings > System** tab **> About**.
- The **Version** tab displays important device information, including the type of processor and the amount of memory that is installed.

To change the device name

1. Tap **Start > Settings > System** tab **> About**.
2. Tap the **Device ID** tab.
3. Enter a name.

Note The device name must begin with a letter, consist of letters from **A** to **Z**, numbers from **0** to **9**, and cannot contain spaces. Use the underscore character to separate words.

Why is the device name important?

The device name is used to identify the device in the following situations:

- Synchronizing with a PC
- Connecting to a network
- Restoring information from a backup

Note If you synchronize multiple devices with the same PC, each device must have a unique name.

To make the battery last longer

- Tap **Start > Settings > System** tab **> Power**. On the **Advanced** tab, you can specify when your device turns off to conserve battery power. For optimum conservation, specify 3 minutes or less.
- Use the AC adapter to plug your device into external power whenever possible, especially when using a miniSD card or when using a modem or other peripherals.
- Adjust the backlight settings.

To adjust the brightness of the backlight

1. Tap **Start > Settings > System** tab **> Backlight > Brightness** tab.
2. Move the sliders right to increase the brightness, or left to decrease the brightness.

To set the backlight to dim after a time delay

1. Tap **Start > Settings > System** tab **> Backlight.**
2. Tap the **Battery power** tab, or the **External power** tab.
3. Select the **Turn off backlight if device is not used for** check box, and specify the time delay.

Phone settings

You can customize phone settings, such as the ring type and ring tone to be used for incoming calls, and the keypad tone to be used when entering phone numbers.

To change the ring tone

1. From the Phone keypad, tap **Menu > Options > Phone** tab.
2. In the **Ring tone** list, tap the sound you want to use.

Tip To use custom ***.wav**, ***.mid**, ***.mp3**, or ***.wma** files as ring tones, use ActiveSync on your PC to copy the file to the /Windows/Rings folder on your device. Then, select the sound from the Ring tone list. For more information about copying files to your device, see ActiveSync Help on your PC.

To change the ring type

You can change the way that you are notified of incoming calls. For example, you can choose to be notified by a ring, a vibration, or a combination of both.

1. From the Phone keypad, tap **Menu > Options > Phone** tab.
2. In the **Ring type** list, tap the desired option.

To change the keypad tone

You can change the tone you hear when entering a phone number on the keypad. If set to Long tones, the tone is heard continuously for as long as the number on the keypad is pressed. Use this setting if you are having trouble accomplishing tasks that rely on tones from your phone such as accessing messages from an answering machine. If set to Short tones, the tone is heard only for one or two seconds. If set to Off, no tone will be heard.

1. From the Phone keypad, tap **Menu > Options > Phone** tab.
2. In the **Keypad** list, tap the option you want.

Phone services

Phone Services, such as Call Waiting, enable you to choose how to handle all incoming calls on your device.

To choose the services

1. Tap **Start > Settings > Phone > Services** tab.
2. Tap the service you want to use and tap **Get Settings**.

Networks

You can view available wireless networks, determine the order in which your device accesses another network if the current one is unavailable, and specify whether you want to change networks manually or automatically. For more information about network settings, see Help on your device.

To change phone network settings

1. Tap **Start > Settings > Phone > Network** tab.
2. By default, your device displays the current network as offered by your service provider. You can customize to set your preferred network.

To set preferred networks

1. Tap **Start > Settings > Phone > Network** tab. By default, **Network selection** field is set to **Automatic**. However, you can set it to **Manual** to choose your own network at any point of time.
2. Tap **Set Networks**.
2. Select the networks on the **Phone: Preferred networks** screen and sort them according to your preference.
3. Tap **OK**.

5.2 Adding and Removing Programs

Before you purchase additional programs for your device, you should note the name of your device, the version of Windows Mobile software running on it, and the type of processor. This information will help you select a program that is compatible with your device. For more information, see “To get detailed device information” and “To find the operating system version number” in this chapter.

Programs available for purchase usually include a Setup program (commonly named "setup.exe") that you must first install on your PC. You can then use ActiveSync to add programs to your device, or add a program directly from the Internet.

To add programs

1. Download the program to your PC (or insert the CD or disk that contains the program into your PC). You may see a single ***.exe** file, a ***.zip** file, a Setup.exe file, or several versions of files for different device types and processors. Be sure to select a program designed for your device and processor type.
2. Read any installation instructions or documentation that comes with the program. Many programs provide special installation instructions.
3. Connect your device and PC.
4. Double-click the ***.exe** file.
   - If the executable file is an installation wizard, follow the instructions on the screen. Once the program has been installed on your PC, the wizard will automatically transfer the program to your device.
   - If an installation wizard does not start, you will see an error message stating that the program is valid but that it is designed for a different type of computer. You will need to copy this program to your device. If you cannot find any installation instructions for the program, use ActiveSync to copy the program file to the Program Files folder on your device.

To remove programs

You can only remove programs that you installed. Programs that come with your device cannot be removed.

1. Tap **Start > Settings > System** tab **> Remove Programs**.
2. In the **Programs in storage memory** list, select the program you want to remove, and tap **Remove**.
3. Tap **Yes**. If another confirmation message appears, tap **Yes** again.

5.3 Managing Memory

You may need to stop a program if it becomes unstable or the program memory is low.

To see how much memory is available

- Tap **Start > Settings > System** tab **> Memory**.
- On the **Main** tab, the amount of memory allocated to file and data storage versus program storage is displayed, as well as the amount of memory in use versus the available memory.

To see available storage card memory

You can see how much memory is available on a storage card that is inserted in your device.

1. Tap **Start > Settings > System** tab **> Memory**.
2. Tap the **Storage Card** tab.

Tip If you have previously inserted more than one storage card, tap the list box and then the storage card whose information you want to see.

To free up program memory

Try the following to free memory on your device:

- Close programs you are not currently using.
- Move e-mail attachments to a storage card.
- Move files to a storage card. Tap **Start > Programs > File Explorer**. Tap and hold the file, and tap **Cut**. Browse to the storage card folder and tap **Edit > Paste**.
- Delete unnecessary files. Tap **Start > Programs > File Explorer**. Tap and hold the file, and tap **Delete**.
- Delete large files. To find your largest files, tap **Start > Programs > Search**. In the **Type** list, tap **Larger than 64 KB**, and tap **Search**.
- In Internet Explorer Mobile, delete temporary Internet files and clear history information. For more information, see "Internet Explorer Mobile" in Chapter 6.
- Remove programs you no longer use.
- Reset your device.

To close a program

In most cases, programs automatically close to free needed memory, however, you can close programs manually, if you prefer.

1. Tap **Start > Settings > System** tab **> Memory > Running Programs** tab.
2. In the **Running Programs** list, tap the program you want to close, and tap **Stop**.

Tip In most programs, you can also use the shortcut "CTRL+Q" on the on-screen keyboard to close the program.

5.4 Backing Up Files

You can back up files to your PC using ActiveSync, or copy files to a storage card you insert into your device. Your device has an expansion slot compatible with a range of mini SD storage cards.

Using ActiveSync, you can copy or move information from the PC to the device and vice versa. Changes you make to the information on one computer will not affect the information on the other computer. If you want to automatically update information on both your device and PC, synchronize the information instead. For more information about copying and synchronizing files, see ActiveSync Help on your PC.

To copy files to a storage card

1. Push the storage card into the storage card slot until it clicks into place. The card is secure when it does not protrude from the base.
2. Tap **Start > Programs > File Explorer** and navigate to the appropriate folder.
3. Tap and hold the file you want to copy, and tap **Copy**.
4. Tap the folder list (labeled **My Documents** by default) and tap **Storage Card**.
5. Tap **Menu > Edit > Paste**.

To copy a file using ActiveSync

Copying a file results in separate versions of a file on your device and PC. Because the files are not synchronized, changes made to one file will not affect the other.

1. Connect your device to your PC.
2. In ActiveSync, click **Explore**, which opens the Mobile Device folder for your device.
3. In the Mobile Device folder, go to the file that you want to copy on your device or PC.

4. Do one of the following:
   - To copy the file to your device, right-click the file, and click **Copy**. Right-click the desired folder under Mobile Device, and click Paste.
   - To copy the file to your PC, right-click the file and click **Copy**. Right-click the desired folder on your PC, and click **Paste**.

To automatically save files on a storage card

In the Word Mobile, Excel Mobile, and Notes programs, you may find it helpful to save all new documents, notes, and workbooks directly on a storage card.

1. From the program file list, tap **Menu > Options**.
2. With a storage card inserted in the device, in the **Save to** box, tap the appropriate storage card to automatically save new items on the storage card.
3. Tap **OK**.

Note In the file or note list, a storage card symbol is displayed next to the names of files saved on a storage card.

5.5 Protecting Your Device

There are two kinds of security on your device. You can protect your phone from unauthorized use by assigning a type of password called a PIN (personal identification number). Additionally, you can prevent unauthorized access to any part of the device by using password protection.

Your first PIN will be given to you by your wireless service provider; you can change the PIN later.

You create your own password when you begin using your device.

To protect your phone with a PIN

1. From the Phone keypad, tap **Menu > Options > Phone** tab.
2. Tap **Require PIN when phone is used**.
3. To change the PIN at any time, tap **Change PIN**.

Tip Emergency calls can be placed at any time, without requiring a PIN.

To protect your device with a password

You can help keep your data more secure by requiring a password every time the device is turned on.

1. Tap **Start > Settings > Personal** tab **> Password**.
2. Select the **Prompt if device unused for** check box, and in the box to the right, select how long your device must be turned off before a password is required. In the **Password type** box, select the type of password you would like to use. Enter the password and, if necessary, confirm the password.
   If your device is configured to connect to a network, use a strong password to help protect network security.
3. On the **Hint** tab, enter a phrase that will help you remember your password, but doesn't allow others to guess your password. The hint will be displayed after the wrong password is entered four times.

4. Tap **OK**. The next time the device is turned on, you will be prompted to enter your password.

Notes Each time a wrong password is entered, the time the device takes to respond will get longer and longer until the device appears to be not responding.

If you forget your password, you must follow the instructions in your owner's manual to clear memory before you can access your device.

To change your password

1. Tap **Start > Settings > Personal** tab **> Password**. You will be prompted to enter your current password.
2. In the **Password** box, enter your new password.
3. On the **Hint** tab, enter a phrase that will help you remember your new password, but doesn't allow others to guess your password. The hint will be displayed after the wrong password is entered four times.
4. Tap **OK**.

To display owner information on the Today screen

Having your contact information displayed on the Today screen on startup allows for easy identification of the device in case it is lost.

1. Tap **Start > Settings > Personal** tab **> Owner Information**.
2. On the **Options** tab, select the **Identification information** check box.
3. On the **Options** tab, select the **Notes** check box if you want additional text displayed, such as: Reward if found.
4. On the **Notes** tab, enter the additional text.

Tip To display owner information on the Today screen, tap **Start > Settings > Personal** tab **> Today.** On the **Items** tab, select the **Owner Info** check box.

5.6 Resetting Your Pocket PC Phone

Occasionally you may need to reset your Pocket PC Phone. A normal (or soft) reset of your device clears all active program memory and shuts down all active programs. This can be useful when the device is running slower than normal, or a program is not performing properly. A soft reset is also necessary after the installation of some programs. If a soft reset is performed when programs are running, unsaved work will be lost.

You can also perform a hard reset (also known as a full reset). A hard reset should be performed only if a normal reset does not solve a system problem. After a hard reset, the device is restored to its default settings — the way it was when you first purchased it and turned it on. Any programs you installed, data you entered, and settings you customized on the device will be lost. Only Windows Mobile software and other pre-installed programs will remain.

To perform a soft reset

- Use the stylus to lightly press and hold the RESET button on the left side of your device. The device restarts and displays the Today screen.

Warning! Always turn off your device before performing a soft reset or installing/replacing the battery and SIM card.

To perform a hard reset

1. Turn off your device
2. Press and hold “Comm Manager” and “Voice Command” buttons at the same time; then press “RESET” button.
3. When the screen displays the message “Press Send to restore…”, then press “Send” button.

Chapter 6

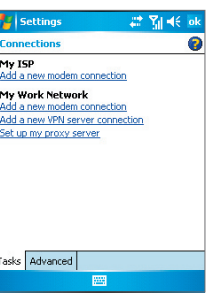
Getting Connected

6.1 Connecting to the Internet
6.2 Internet Explorer Mobile
6.3 Using Bluetooth
6.4 Using Comm Manager
6.5 Using Terminal Services Client

6.1 Connecting to the Internet

Your device is equipped with powerful networking functions that enable you to connect to the Internet through a General Packet Radio Service (GPRS) network or a Bluetooth modem or a WLAN network. The GPRS is a new nonvoice value added service that allows information to be sent and received across a mobile telephone network. You can set up connections to the Internet or to a corporate network to browse the Internet, and exchange e-mail or instant messages.

Your device has two groups of connection settings: **My ISP** (Internet Service Provider) and **My Work Network**. The My ISP settings are used to connect to the Internet, while My Work Network settings can be used to connect to any private, corporate network.



Connection Setting

To connect to the Internet via ISP

1. Obtain the following information from your ISP:
   - ISP server phone number
   - User name
   - Password
   - Access point name (required for **GPRS** connection)
2. Tap **Start > Settings > Connections** tab **> Connections**.
3. Tap **Add a new modem connection**.
4. Enter a name for the connection.
5. Select a modem from the list. For example, if you want to use the mobile phone network, select **Cellular Line**.
6. Tap **Next**.
7. Complete the connection wizard by entering the required information and tap **Finish**.

Notes To view additional information for any screen, tap **Help**.

To modify your connection settings, tap Manage existing connections on the Connections screen, and complete the connection wizard.

To connect to a private network

1. Obtain the following information from your network administrator:
   - Server phone number
   - User name
   - Password
   - Domain (If provided by an ISP or a network administrator)
2. Tap **Start > Settings > Connections** tab **> Connections**.
3. In **My Work Network**, follow the instructions for each type of connection.
4. Complete the connection wizard, then tap **Finish**.

Note To start browsing the Internet or private network, tap **Start** > **Internet Explorer**.

To reset or modify the network card settings on your device

1. Tap **Start > Settings > Connections** tab **> Network Cards**.
2. Select the **Network Adapters** tab.
3. In the **My network card connects to** list, select the appropriate item:
   - If you want to connect to the Internet using your ISP or WLAN to browse web page with Internet Explorer, select **The Internet**.
   - If you want to connect to a private network and browse the shared folder on the network with File Explorer, select **Work**.

4. In the **Tap an adapter to modify settings** field, select the appropriate adapter.
5. When you select a network card and enter the settings screen, you have to configure the required settings. On the **IP Address** tab, select **Use specific IP address** and enter the requested information. Contact your ISP or network administrator to obtain the IP address, Subnet mask, and Default gateway.
6. On the **Name Servers** tab, configure the DNS and WINS settings. Servers that require an assigned IP address may also require a way to map computer names to IP addresses. DNS and WINS are the resolution options supported on your device.

6.2 Internet Explorer Mobile

Internet Explorer Mobile is a full-featured Internet browser, optimized for use on your mobile device.

To start Internet Explorer Mobile

- Tap **Start > Internet Explorer**.

To choose a Home page

1. In Internet Explorer Mobile, tap **Menu > Tools > Options > General** tab.
2. Do one of the following:
   - To use the displayed page as your Home page, tap **Use Current**.
   - To use the default Home page, tap **Use Default**.

Tip To go to your Home page, tap **Menu** > **Home**.

To transfer favorites from your PC

You can transfer the favorites you have stored on your PC to your device by synchronizing the Internet Explorer favorites on your PC with your device.

1. In ActiveSync on your PC, on the Tools menu, click **Options**, and select **Favorites**.
2. In Internet Explorer on your PC, save or move favorite links to the Mobile Favorites subfolder in the Favorites list.
3. Connect your mobile device to your PC. If synchronization does not start automatically, click **Sync**.

To add a favorite

1. In Internet Explorer Mobile, go to the page you want to add.
2. Tap and hold the page, and tap **Add to Favorites**.
3. Confirm or change the name, and select a folder for storing the favorite.

To delete a favorite or folder

1. In Internet Explorer Mobile, tap **Menu > Favorites > Add/Delete** tab.
2. Select the item you want to delete, and tap **Delete**.

To change the size of text on Web pages

- In Internet Explorer Mobile, tap **Menu > Zoom**, and tap the size you want.

To show or hide pictures on Web pages

- In Internet Explorer Mobile, tap **Menu > View > Show Pictures**. A check mark next to **Show Pictures** indicates that pictures will be displayed on Web pages.

To change how Web pages fill the screen

1. In Internet Explorer Mobile, tap **Menu > View**.
2. Tap one of the following:
   - **One Column**. Arranges the content into one column that is as wide as the screen. This means that you will rarely have to scroll horizontally.
   - **Default**. Maintains a layout similar to what you see on a desktop computer, but it makes items smaller and arranges the content so that you can see most of it without having to scroll horizontally.
   - **Desktop**. Keeps the same layout and size as on a desktop computer, which will require both horizontal and vertical scrolling.

To clear the History list

1. In Internet Explorer Mobile, tap **Menu > Tools > Options > Memory** tab.
2. Tap **Clear History**.

To save a picture from a Web page

1. In Internet Explorer Mobile, tap and hold the picture, and tap **Save Image**.
2. Do one of the following:
   - To save the picture in **My Pictures** on your device, tap **Yes**.
   - To save the picture in another location, such as a storage card, tap **Save As**.

To change cookies and security settings

Internet Explorer Mobile supports the protocols used by Secure Sockets Layer (SSL). A connection that uses SSL helps you to send personal information more safely.

Cookies are small files containing information about your identity and preferences so that a page can tailor information to your needs. The page sends the file, and it is stored on your mobile device.

1. In Internet Explorer Mobile, tap **Menu > Tools > Options > Security** tab.
2. Select the check boxes for the options you want, and tap **OK**.

Tip To prevent Internet Explorer Mobile from accepting any cookies, clear the **Allow cookies** check box.

To delete temporary Internet files

Some Web content is stored as you view it to speed up the display of pages you frequently visit or have already seen. You may want to delete these files to free storage space.

1. In Internet Explorer Mobile, tap **Menu > Tools > Options > Memory** tab.
2. Tap **Delete Files**. All pages stored on your device, including offline favorites content, will be deleted.

6.3 Using Bluetooth

Bluetooth is a short-range wireless communications technology. Devices with Bluetooth capabilities can exchange information over a distance of about 10 metres without requiring a physical connection. You can even beam information to a device in a different room, as long as it is within the Bluetooth signal coverage range.

The software included with your device allows you to use Bluetooth in the following ways:

- Beam information, such as files, appointments, tasks, and contact cards, between devices that have Bluetooth capabilities.
- Create a dial-up modem connection between your device and a Bluetooth-enabled phone, then transfer data using the Bluetooth phone as a modem.

To turn on or off Bluetooth on your device

1. On your device, tap **Start > Settings > Connections** tab **> Bluetooth**.
2. Select the **Turn on Bluetooth and Make this device discoverable to other devices** check boxes.
3. Tap **OK**.

Bluetooth modes

Bluetooth on your device operates in three different modes:

- **On**. Bluetooth is turned on and you can use Bluetooth features.
- **Off**. Bluetooth is turned off. In this mode, you can neither send nor receive information using Bluetooth. You might want to turn the radio off at times in order to conserve battery power, or in situations where radio use is prohibited, such as onboard an aircraft and in hospitals.

- **Discoverable**. Bluetooth is turned on, and all other Bluetooth-enabled devices within a range of 10 meters can detect your device.

Note By default, Bluetooth is turned off. If you turn it on, then turn off your device, Bluetooth also turns off. When you turn on your device again, Bluetooth automatically turns on.

To make your device discoverable

1. On your device, tap **Start > Settings > Connections** tab **> Bluetooth**.
2. Select the **Turn on Bluetooth** and **Make this device discoverable to other devices** check boxes.
3. Tap **OK**.

Note Selecting the **Make this device discoverable to other devices** check box also turns on Bluetooth.

Bluetooth partnerships

A Bluetooth partnership is a relationship that you create between your device and another Bluetooth-enabled device in order to exchange information in a secure manner. Creating a partnership between two devices involves entering the same personal identification number (PIN) or Passkey on both devices. Creating a partnership between two devices is a one-time process. Once a partnership is created, the devices can recognize the partnership and exchange information without entering a PIN again. Make sure the two devices are within a range of 10 meters from one another, and Bluetooth is turned on and in discoverable mode.

To create a Bluetooth partnership

1. On your device, tap **Start > Settings > Connections** tab **> Bluetooth**.
2. On the Devices tab, tap **New Partnership**. Your device searches for other Bluetooth devices and displays them in the box.
3. Tap the desired device name in the box.
4. Tap **Next**.
5. Enter a passkey to establish a secure connection.

   The passkey must be between 1 and 16 characters.
6. Tap **Next**.
7. Enter the same passkey that is entered on the other device.

   You can, however, edit and enter a new name for the other device.
8. Tap **Finish**.

To accept a Bluetooth partnership

1. Ensure that Bluetooth is turned on and in discoverable mode.
2. Tap **Yes** when prompted to establish a partnership with the other device.
3. Enter a passkey (the same passkey that is entered on the device requesting the partnership) to establish a secure connection. The passkey must be between 1 and 16 characters.
4. Tap **Next**.
5. Tap **Finish**. You can now exchange information with the other device.

To rename a Bluetooth partnership

1. Tap **Start > Settings > Connections** tab **> Bluetooth**.
2. Tap and hold the partnership on the **Devices** tab.
3. On the shortcut menu, tap **Edit**.

4. Enter a new name for the partnership.
5. Tap **Save**.

To delete a Bluetooth partnership

1. Tap **Start > Settings > Connections** tab **> Bluetooth**.
2. Tap and hold the partnership on the **Devices** tab.
3. Tap **Delete** from the shortcut menu.

Beam information using Bluetooth

1. On the device, tap and hold an item to beam.

   The item can be an appointment in your calendar, a task, a contact card, or a file.
2. Tap **Beam [type of item]**.
3. Tap the device name to which you want to send the beam. The item is beamed to the device you selected.

Note If the device you want to beam to does not appear in the box, make sure that it is turned on, discoverable, and within close range (10 meters) of your device.

Use a Bluetooth device as a modem

You can use a phone that has Bluetooth capabilities as a modem for your device.

To do so, create a Bluetooth modem connection on your device and then send information to another device by using Bluetooth. The device relays the information over the network and then sends back to your device any information that you had requested over the connection.

Once you create a modem connection to the Bluetooth phone, you can reuse it whenever you want to use the phone as a modem. Make sure that your device and the destination device are turned on, Bluetooth is turned on, and that the devices are within close range.

To configure and use a Bluetooth device as a modem

1. On your device, tap **Start > Settings > Connections** tab **> Connections**.
2. Tap **Add a new modem connection**.
3. Enter a name for the connection.
4. In the **Select a modem** list, tap **Bluetooth**.
5. Tap **Next**.
6. If the device appears in the **My Connections** list, skip to step 11.
7. If the device does not appear in the **My Connections** list, tap **New**, and follow the remaining steps.
8. Select the device name from the list and tap **Next**.
9. Enter a passkey and tap **Next**.
10. Enter the same passkey on the device and tap **Finish**.
11. In the My Connections list, tap the device and tap **Next**.
12. Enter the phone number to dial for this connection and tap **Next**.
13. Enter the required logon information for this connection and tap **Finish**.

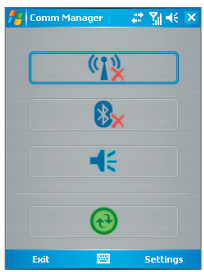
You can start using this service for the program that uses the Bluetooth connection, such as Inbox on your device, to send and receive e-mail, or Internet Explorer to browse the Web.

6.4 Using Comm Manager

Comm Manager allows you to manage Wi-Fi Internet and Bluetooth connections on your device. In addition, it allows you to control the phone's ringer/mute function; and, it can start ActiveSync to synchronize (see Chapter 4 for detailed information).

You can use the device's Power Save Mode to make optimal use of the battery under the WLAN networking environment, view a variety of data related to the current configuration and signal quality, and increase network security.

To run enable the Wi-Fi function of Comm Manager on your device, you need access to broadband Internet, and the necessary access point or router that emits WLAN signals. If you do not have access to broadband Internet, consult your ISP before you try to enable Wi-Fi.



Comm Manager panel

Connect to a Wi-Fi network

1. Tap **Start > Programs > Comm Manager**, or tap the Comm Manger icon ( ) on the Today screen, to open Comm Manager panel.
2. Tap the Wi-Fi button to turn on/off the wireless function. The Wi-Fi icon indicates the wireless status.

   : Wi-Fi is turned on.

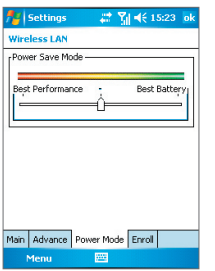
   : Wi-Fi is turned off.
3. On the Wireless Manager screen, tap **Settings > Wi-Fi Settings** to configure the required settings. When the configuration is completed, you can connect to a Wi-Fi network using your device.

Tip You can also tap **Start > Settings > Connections** tab **> Wireless LAN** to open the Wireless LAN Settings screen.

To save battery power while connected to a Wi-Fi network

- On the **Settings** tab of the Wireless LAN Settings screen, move the **Power Save Mode** slider to a position that optimizes performance with the least power consumption.

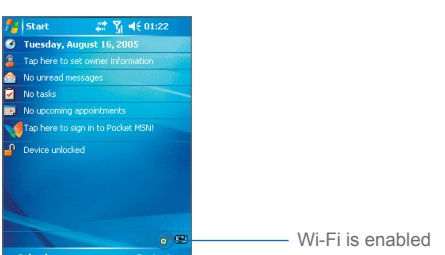
  For example, move the slider to left (Best Performance) to have the optimal WLAN performance; move to right (Best Battery) to obtain the maximum battery usage.



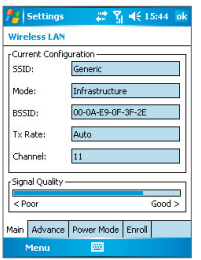
To check the Wireless LAN status

You can check the current wireless connection status from the following three screens of your device:

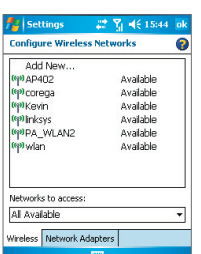
- **Today screen**. When you enable Wi-Fi on your, the Comm Manager icon will change to enabled mode ( ).



- **Wireless LAN Main screen**. The current connection status and signal quality for each specific wireless channel appears on the Wireless Manager screen with the current configuration.



- **Configure Wireless Networks screen**. Tap **Start > Settings > Connections** tab **> Network Cards**. This screen displays the wireless networks currently available, and allows you to add new ones if available.



Note Wi-Fi networks are self-discoverable, meaning that no additional steps are required for the phone to connect to a Wi-Fi network. It may be necessary to provide a username and password for certain closed wireless networks, however.

6.5 Using Terminal Services Client

The Terminal Services Client allows you to log on to a PC running Terminal Services or Remote Desktop, and use all the resources available on that PC. For example, instead of running Word Mobile on your device, you can run the PC version of Word and access the .doc files available on that PC.

Connect to a Terminal Server

1. On your device, tap **Start > Programs > Terminal Services Client**.
2. Enter the server name.
3. You can also select a server name in Recent servers if you have recently connected to a server.
4. Select the Limit size of server desktop to fit on this screen check box if you want to use programs that have been specifically sized for use with your device.
5. Tap **Connect**.

Navigate within Terminal Services Client

When connected to a remote server, you may notice that your device screen is displaying more than one horizontal and vertical scroll bar. Use these scroll bars to either scroll the contents on the PC, or to scroll the PC display through the Terminal Services Client window.

To make sure you are scrolling the PC display through Terminal Services Client, use the five directional buttons at the bottom of the Terminal Services Client window. To better fit information on your device screen, select the Limit size of server desktop to fit on this screen check box. For best results, the programs on your desktop PC should be maximized.

Disconnect without ending a session

1. From the Terminal Services Client screen on your device, tap **Start > Shutdown**.
2. Tap **Disconnect**.

Notes Do not use the **Start** menu on your device.

If a network administrator has configured Terminal Services Client on your device to reconnect to disconnected sessions, and you previously disconnected from a Terminal Server without ending the session, the Terminal Services Client reconnects to that session.

Disconnect after ending a session

1. From the Terminal Services Client screen on your device, tap **Start > Shutdown**.
2. Tap **Log Off**.

Chapter 7

Exchanging Messages and Using Outlook

7.1 E-mail and Text Messages
7.2 MMS Messages
7.3 Pocket MSN Messenger
7.4 Calendar
7.5 Contacts
7.6 Tasks
7.7 Notes

7.1 E-mail and Text Messages

Messaging is where all of your e-mail accounts and your text message account are located. You can send and receive Outlook e-mail, Internet e-mail through an Internet service provider (ISP), and text messages. You can also access e-mail from work using a VPN connection. For more information about e-mail and text messages, see Help on the device.

To set up an e-mail account

You need to set up an e-mail account that you have with an Internet service provider (ISP) or an account that you access using a VPN server connection (typically a work account) before you can send and receive mail.

1. Tap **Start > Messaging**.
2. Tap **Menu > Tools > New Account**.
3. Enter your e-mail address, then tap **Next**. **Auto configuration** attempts to download necessary e-mail server settings so that you do not need to enter them manually.
4. Once **Auto configuration** has finished, tap **Next**.
5. Enter your name (the name you want displayed when you send e-mail), user name, and password; tap **Next**.

   Select the **Save Password** check box if you want to save your password so that you do not need to enter it again.

If **Auto configuration** was successful, the **Your name** and **User name** fields automatically get populated. Tap **Next**, then **Finish** to complete setting up your account, or tap **Options** to access additional settings. For example:

- Change the time intervals for downloading new messages.
- Limit the amount of messages that are downloaded and authentication method for outgoing mails.
- Download attachments or parts of messages.

If **Auto configuration** is unsuccessful or you have an account you access using a VPN server connection, contact your ISP or network administrator for the following information and enter it manually:

Setting	Description
User name	Enter the user name assigned to you by your ISP or network administrator. This is often the first part of your e-mail address, which appears before the at sign (@).
Password	Choose a strong password. You have the option to save your password so you do not need to enter it each time you connect to your e-mail server.
Domain	Not required for an account with an ISP. May be required for a work account.
Account type	Select POP3 or IMAP4.
Account name	Enter a unique name for the account, such as Work or Home. This name cannot be changed later.
Incoming mail server	Enter the name of your e-mail server (POP3 or IMAP4).
Outgoing mail server	Enter the name of your outgoing e-mail server (SMTP).
Require SSL connection	Select this to ensure that you always send e-mail from this account using an SSL connection. This enables you to send personal information more securely. Note that if you select this and your ISP does not support an SSL connection, you will not be able to send e-mail.
Outgoing mail requires authentication	Select this if your outgoing e-mail server (SMTP) requires authentication. Your user name and password from above will be used.
Use separate settings	Select this if your outgoing e-mail server requires a different user name and password than the ones you entered before.

Outgoing server settings:	
User name	Enter your user name for the outgoing e-mail server.
Password	Enter your password for the outgoing e-mail server.
Domain	Enter the domain of the outgoing e-mail server.
Require SSL for outgoing mail	Select this to ensure you always send e-mail from this account using an SSL connection. This enables you to send personal information more securely. Note that if you select this and your ISP does not support an SSL connection, you will not be able to send e-mail.

Tip You can set up several e-mail accounts in addition to your Outlook E-mail account.

To compose and send a message

1. In the message list, tap **Menu > Switch Accounts** and select an account.
2. Tap **New**.
3. Enter the e-mail address or text message address of one or more recipients, separating them with a semicolon. To access addresses and phone numbers from Contacts, tap **To**.
4. Enter your message. To quickly add common messages, tap **Menu > My Text** and tap a desired message.
5. To check the spelling, tap **Menu > Spell Check**.
6. Tap **Send**.

Tips
To enter symbols, tap **Shift** using the on-screen keyboard.
To set the priority, tap **Menu > Message Options**.
If you are working offline, e-mail messages are moved to the Outbox folder and will be sent the next time you connect.
If you are sending a text message and want to know if it was received, before sending the message, tap **Menu > Tools > Options**. Tap **Text** and select the **Request delivery notification** check box.

To reply to or forward a message

1. Open the message and tap **Reply**, or **Menu > Reply All**, or **Menu > Forward**.
2. Enter your response. To quickly add common messages, tap **Menu > My Text** and tap a desired message.
3. To check the spelling, tap **Menu > Spell Check**.
4. Tap **Send**.

Tips

To see more header information, scroll up.

To always include the original message, from the list view, tap **Menu > Tools > Options > Message** tab, and select the **When replying to e-mail, include body** check box.

In the Outlook E-mail account, you will send less data if you do not edit the original message. This may reduce data transfer costs based on your rate plan.

To add an attachment to a message

1. In an open message, tap **Menu > Insert and tap the item you want to attach: Picture, Voice Note, or File**.
2. Select the file you want to attach, or record a voice note.

To receive attachments

An attachment sent with an e-mail message or downloaded from the server appears below the subject of the message. Tapping the attachment opens the attachment if it has been fully downloaded, or marks it for download the next time you send and receive e-mail. You can also download attachments automatically with your messages if you have an Exchange Server mail account.

If you have an Outlook E-mail account, do the following:

1. Tap **Start > Programs > ActiveSync**.
2. Tap **Menu > Options.**
3. Tap **E-mail > Settings**, then select **Include File Attachments**.

If you have an IMAP4 E-mail account with an Internet service provider (ISP) or an account that you access using a VPN server connection (typically a work account), do the following:

1. Tap **Start > Messaging.**
2. **Tap Menu > Tools > Options**.
3. Tap the name of the IMAP4 account.
4. Tap **Next** until you reach **Server information**, and tap **Options**.
5. Tap **Next** twice, and select **Get full copy of messages** and **When getting full copy, get attachments**.

Tip To store attachments on a storage card rather than on the device, tap **Menu > Tools > Options > Storage** tab, and select the **Store attachments on a storage card** check box.

Downloading messages

The manner in which you download messages depends the type of account you have:

- To send and receive e-mail for an Outlook E-mail account, begin synchronization through ActiveSync. For more information, see "Synchronizing Outlook information" in Chapter 4.
- To send and receive e-mail messages for an e-mail account that you have with an Internet Service Provider (ISP) or that you access using a VPN server connection (typically a work account), download messages through a remote e-mail server. For more information, see "To download messages from the server" later in this chapter.
- Text messages are automatically received when your phone is turned on. When your phone is turned off (in flight mode), messages are held by your service provider until the next time your phone is turned on.

To download messages from the server

To send and receive e-mail messages for an e-mail account that you have with an Internet Service Provider (ISP) or that you access using a VPN server connection (typically a work account), you first need to connect to the Internet or your corporate network, depending on the account.

1. Tap **Menu > Switch Accounts** and tap the account you want to use.
2. Tap **Menu > Send/Receive**. The messages on your device and e-mail server are synchronized: new messages are downloaded to the device Inbox folder, messages in the device Outbox folder are sent, and messages that have been deleted from the server are removed from the device Inbox folder.

Tips If you want to read the entire message, tap **Menu > Download Message** while in the message window. If you are in the message list, tap and hold the message, and tap **Menu > Download Message**. The message will download the next time you send and receive e-mail. This will also download message attachments if you selected those options when you set up the e-mail account.

Managing folders

Each Messaging account has its own folder hierarchy with five default Messaging folders: Inbox, Outbox, Deleted Items, Drafts, and Sent Items. The messages you receive and send through the account are stored in these folders. You can also create additional folders within each hierarchy. The Deleted Items folder contains messages that have been deleted on the device. The behavior of the Deleted Items and Sent Items folders depends on the Messaging options you have chosen.

If you use an Outlook E-mail account, e-mail messages in the Inbox folder in Outlook will be synchronized automatically with your device. You can select to synchronize additional folders by designating them for synchronization. The folders you create and the messages you move will then be mirrored on the e-mail server. For example, if you move two messages from the Inbox folder to a folder named Family, and you have designated Family for synchronization, the server creates a copy of the Family folder and copies the messages to that folder. You can then read the messages while you are away from your PC.

If you use a text message account, messages are stored in the Inbox folder.

If you use a POP3 account and you move e-mail messages to a folder you created, the link is broken between the messages on the device and their copies on the e-mail server. The next time you connect, the e-mail server will detect that the messages are missing from the Inbox folder on the device and will delete them from the e-mail server. This prevents having duplicate copies of a message, but it also means that you will no longer have access to messages that you move to folders created from anywhere except the device.

If you use an IMAP4 account, the folders you create and the e-mail messages you move are mirrored on the e-mail server. Therefore, messages are available to you anytime you connect to your e-mail server, whether it is from your device or PC. This synchronization of folders occurs whenever you connect to your e-mail server, create new folders, or rename/delete folders when connected. You can also set different download options for each folder.

7.2 MMS Messages

Creating and sharing **MMS messages** with your friends and family is easy with your device. You can even use the device camera to capture photos and video clips while composing a new MMS message, and send them along with your message.

Set up MMS

Before you can use MMS, you have to configure the required settings on your device.

To access MMS

- Tap **Start** > **Messaging**.

Note You can also send an MMS message directly from the Pictures & Videos or Camera programs. Do one of the following:

- Select a picture from My Pictures, and tap **Menu > Send**. In **Select an account**, tap **MMS**.
- Capture a photo or an MMS video clip using the camera, and tap **Send**. In **Select an account**, tap **MMS**.

To set up an MMS account

- To set up your default MMS Messaging account, tap **Start > Messaging > Menu > Switch Accounts > MMS**.

Manage MMS messages

After configuring the required settings, you can start to compose and manage your MMS messages.

To start composing an MMS message

You can compose MMS messages in a combination of various slides, where each slide can consist of a photo, audio or video clip, and/or text.

1. Tap **Start > Messaging**.
2. Tap **New**, then select **New Flix Message** or **New Pix Message**. For example, you can select **New Pix Message** to send an MMS message containing photos.
3. In **To**, enter the recipient's phone number or e-mail address directly, or tap **To**, **Cc**, or **Bcc** to choose a phone number or an e-mail address from Contacts.
4. Enter a subject for your message.
5. Tap the Insert icon ( ) to select and send a photo or video clip. By default, it will open My Picture folder. To navigate to any other folder containing pictures or videos, tap the Down arrow (▼) corresponding to My Pictures folder.
6. Select a photo or video clip. When selected, you can:
   - Tap to view it.
   - Tap to insert it into the MMS message you are composing.
   - Tap to discard it.
   - Tap and hold the thumbnail to display a shortcut menu containing the options: **File Info** and **Delete**. Select **File Info** to display the file information of the photo or video clip; select **Delete** to remove the selected photo or video clip.
7. Enter text and insert audio clips by tapping the respective areas.
8. Tap **Send** to send the message.

Note The following icons act as shortcuts to some of the operations on the MMS Message screen:

- Tap to preview your message
- Tap to go to the previous slide
- Tap to go to the next slide

To create an MMS message from a template

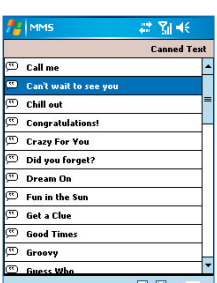
- Tap **Edit > New from Template** to compose a message using a predefined template.

Note To save a message as a template, open the message and tap **Edit > Save as Template**.

To add predefined text strings to an MMS message

You can instantly add text to any slide from a list of predefined words or phrases, called Canned Text.

- Tap to add a text string from the Canned Text list.
- To edit or delete a phrase on the Canned Text list, tap and hold a string, then tap **Edit** or **Delete** from the shortcut menu. To create and add a new phrase to the list, tap **New**.



To add an audio clip to an MMS message

You can add audio clips to your MMS message. However, you can add only one audio clip per slide.

1. Tap **Tap here to insert an audio clip**.

   By default, it will open My Sounds folder. To navigate to any other folder containing pictures or videos, tap the Down arrow (▼) corresponding to My Sounds folder.

1. Select an audio file. When selected, you can:

   - Tap ▶ to play the audio clip.
   - Tap ⏸ to pause.
   - Tap ■ to stop.
   - Tap ✓ to insert it into your MMS message.
   - Tap ✗ to discard it.
   - To record a new audio clip and add it to your MMS message, tap . This activates the recording control mode for a new audio clip. Tap ● to start recording, and ■ to stop recording. The new audio clip is automatically inserted into your MMS message.

To reply to an MMS message

- Tap **Menu > Reply** to reply to the sender of the message, or tap **Menu > Reply All** to reply to all persons listed in To, Cc, and Bcc of the message.

To view an MMS message

You can view MMS messages in several ways.

- Use the playback controls ▶, ⏸, and ■.
- Tap **Objects** to see a list of files included in the message. To save a file, select it, and tap **Tools > Save**.
- View the slides manually by scrolling through the message using the NAVIGATION control.

To set advanced options for an MMS message

- Tap **Options > Background** to choose a background color from the list.
- Tap **Options > Text on Top** to align the included text to appear at the top of the message.
- Tap **Options > Text Below** to align the included text to appear at the bottom of the message.
- Tap **Options > Message Options** to configure and manage the sending time, validity, priority, class, and other settings for a message.

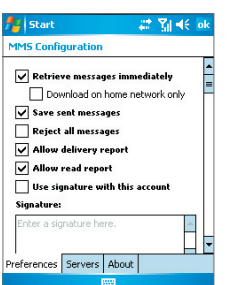
Change MMS settings

You can set options to keep track of your messages, retrieve messages immediately, accept or reject messages, and request a delivery or read receipt. You can also specify a resolution for images you send, message delivery attempts, and set up a server to access messages.

To configure MMS settings

1. Tap **Start > Messaging**.
2. Tap **Menu > MMS Configuration**.
3. Select any of the following:
   - **Retrieve messages immediately**. Select this check box to download new messages automatically without being notified. (Typically, when you are connected to a network, you receive a notification whenever you receive a new message.) You can also choose to download messages when you are on your home network only.
   - **Save sent messages**. Select this check box to save a copy of messages that you send.
   - **Reject all messages**. Select this check box so all incoming MMS messages are not downloaded.

- **Allow delivery report and Allow read report**. Select these check boxes to send and receive delivery and read reports.
- **Use signature with this account**. When you select this check box, you can add your personal signature in the MMS messages. Edit your signature in the following **Signature** field.
- **Attempts before giving up**. Select a value from this list to limit the number of times the program attempts to send your message.
- **Photo resolution**. Select a value from this list to choose the resolution for images that you send. Decreasing the original resolution helps speed up the sending and receiving of messages.
- **Servers**. On this tab, you can create a new server or select an existing one from the list to store and manage your messages. You can also set a server as default by tapping **Set As Default**.



7.3 Pocket MSN Messenger

MSN Messenger delivers the features of MSN Messenger to your mobile device. With Pocket MSN Messenger you can do the following:

- Send and receive instant messages.
- See which contacts are online or offline.
- Subscribe to status updates for selected contacts so you know when they come online.
- Block contacts from seeing your status or sending you messages.

Before you can use MSN Messenger, your device must be connected to the Internet. For information about setting up an Internet connection, see “Connecting to the Internet” in Chapter 6.

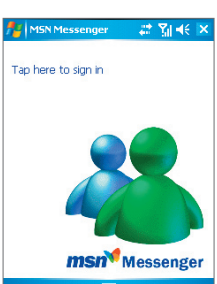
Note You must have either a Microsoft .NET Passport or Hotmail account to use MSN Messenger. If you have a Hotmail.com or MSN.com e-mail address, you already have a Passport. To get a Passport account, go to **http://www.passport.com**. To get a Hotmail account, go to **http://www.hotmail.com**.

To start MSN Messenger

1. Tap **Start > Programs > Pocket MSN**.
2. Tap **MSN Messenger**.

To sign in or out

- To sign in, tap anywhere on the MSN Messenger screen. Enter the e-mail address and password for your Passport or Hotmail account, and tap **Sign In**. Signing in may take several minutes, depending on your connection speed.
- To sign out, tap **Menu > Sign Out**. Your status changes to **Offline**.



To add or delete contacts

- To add a contact, tap **Menu > Add a Contact**, and follow the instructions on the screen.
- To delete a contact, tap and hold the contact's name, and tap **Delete Contact**.

To send an instant message

1. Tap the contact to whom you want to send a message.
2. Enter your message in the text entry area at the bottom of the screen, and tap Send.

Tip To quickly add common phrases, tap **Menu > My Text** and select a phrase in the list.

To block or unblock contacts

- To block a contact from seeing your status and sending you messages, tap and hold the contact, then tap **Block** from the shortcut menu.
- To unblock a contact, tap and hold the name of the blocked contact, then tap **Unblock** from the shortcut menu.

To check your own Messenger status

- Tap and hold your own name at the top of the page. Your current status is indicated in the displayed list by a bullet point.

To change your display name

1. Tap **Menu > Options > Messenger** tab.
2. Enter the name you want to display to others in MSN Messenger.

To get more help about MSN Messenger

- When in MSN Messenger, tap **Start > Help**.

7.4 Calendar

Use **Calendar** to schedule appointments, including meetings and other events. Your appointments for the day can be displayed on the Today screen. If you use Outlook on your PC, you can synchronize appointments between your device and PC. You can also set Calendar to remind you of appointments with a sound or flashing light, for example.

You can look at your appointments in several different views (Day, Week, Month, Year, and Agenda). To see detailed appointment information in any view, tap the appointment.

To schedule an appointment

1. Tap **Start > Calendar**.
2. Tap **Menu > New Appointment**.
3. Enter a name for the appointment, and enter information such as start and end times.
4. To schedule an all-day event, in the **All Day** box, tap **Yes**.
5. When finished, tap **OK** to return to the calendar.

Notes All-day events do not occupy blocks of time in Calendar; instead, they appear in banners at the top of the calendar.

To cancel an appointment, tap the appointment and tap **Menu > Delete**.

Tip To have the time entered automatically in Day view, tap the time slot for the new appointment, and tap **Menu > New Appointment**.

To send a meeting request

Use Calendar to schedule meetings via e-mail with contacts who use Outlook or Outlook Mobile.

1. Tap **Start > Calendar**.
2. Schedule a new appointment, or open an existing one and tap **Edit**.
3. Tap **Attendees**.
4. Tap the name of the contact you want to invite.
5. To invite each additional attendee, tap **Add** and tap the name.
6. Tap **OK**.
7. The meeting request will be sent to the attendees the next time you synchronize your device with your PC.

Note When attendees accept your meeting request, the meeting is automatically added to their schedules. When their response is sent back to you, your calendar is updated as well.

To set a default reminder for all new appointments

You can have a reminder automatically turned on for all new appointments you schedule.

1. Tap **Start > Calendar**.
2. Tap **Menu > Options > Appointments** tab.
3. Select the **Set reminders for new items** check box.
4. Set the time when you want the reminder to alert you.
5. Tap **OK** to return to the calendar.

7.5 Contacts

Contacts is your address book and information storage for the people and businesses you communicate with. Store phone numbers, e-mail addresses, home addresses, and any other information that relates to a contact, such as a birthday or an anniversary date. You can also add a picture or assign a ring tone to a contact.

From the contact list, you can quickly communicate with people. Tap a contact in the list for a summary of contact information. From there, you can call or send a message.

If you use Outlook on your PC, you can synchronize contacts between your device and PC.

To create a contact

1. Tap **Start > Contacts**.
2. Tap **New** and enter the contact information.
3. When finished, tap **OK**.

Tips If someone who is not in your list of contacts calls you or sends you a message, you can create a contact from Call History, or from the message by tapping **Menu > Save to Contacts.**

In the list of contact information, you'll see where you can add a picture or assign a ring tone to a contact.

To change contact information

1. Tap **Start > Contacts**.
2. Tap the contact.
3. Tap **Menu > Edit** and enter the changes.
4. When finished, tap **OK**.

To work with the contact list

There are several ways to use and customize the contact list. Here are a few tips:

1. Tap **Start > Contacts**.
2. In the contact list, do any of the following:
   - In Name view, you can search for a contact by entering a name or number, or by using the alphabetical index. To switch to Name view, tap **Menu > View By > Name.**
   - To see a summary of information about a contact, tap the contact. From there you can also make a call or send a message.
   - To see a list of available actions for a contact, tap and hold the contact.
   - To see a list of contacts employed by a specific company, tap **Menu > View By > Company**. Then, tap the company name.

To copy SIM contact to Contacts

If you have saved contacts on your SIM card, you can copy them into Contacts on your device.

1. Tap **Start > Programs > SIM Manager**.
2. Select the desired item, then tap **Tools > Save To Contacts**.

To find a contact

There are several ways to find a contact when your contact list is long.

1. Tap **Start > Contacts**.
2. If you are not in Name view, tap **Menu > View By > Name**.
3. Do one of the following:
   - Begin entering a name or phone number in the provided text box until the contact you want is displayed. To show all contacts again, tap the text box and clear the text, or tap the arrow to the right of the text box.

- Use the alphabetical index displayed at the top of the contact list.
- Filter the list by categories. In the contact list, tap **Menu > Filter**. Then tap a category you've assigned to a contact. To show all contacts again, select **All Contacts**.

7.6 Tasks

Use **Tasks** to keep track of things you need to do. A task can occur once or repeatedly (recurring). You can set reminders for your tasks and you can organize them using categories.
Your tasks are displayed in a task list. Overdue tasks are displayed in red.

To create a task

1. Tap **Start > Programs > Tasks**.
2. Tap **New**, enter a subject for the task, and fill in information such as start and due dates, priority, and so on.
3. When finished, tap **OK**.

Tip You can easily create a short, to-do-type task. Simply tap the **Tap here to add a new task** box, enter a subject, and press ENTER. If the task entry box is not available, tap **Menu > Options** and select the **Show Tasks entry bar** check box.

To change the priority of a task

Before you can sort tasks by priority, you need to specify a priority level for each task.

1. Tap **Start > Programs > Tasks**.
2. Tap the task you want to change the priority for.
3. Tap **Edit** and in the **Priority** box, tap a priority level.
4. Tap **OK** to return to the task list.

Note All new tasks are assigned a Normal priority by default.

To set a default reminder for all new tasks

You can have a reminder automatically turned on for all new tasks you create.

1. Tap **Start > Programs > Tasks**.
2. Tap **Menu > Options**.
3. Select the **Set reminders for new items** check box.
4. Tap **OK** to return to the task list.

Note The new tasks must have due dates set in order for the reminder to take effect.

To show start and due dates in the task list

1. Tap **Start > Programs > Tasks**.
2. Tap **Menu > Options**.
3. Select the **Show start and due dates** check box.
4. Tap **OK**.

To locate a task

When your list of tasks is long, you can display a subset of the tasks or sort the list to quickly find a specific task.

1. Tap **Start > Programs > Tasks**.
2. In the task list, do one of the following:
   - Sort the list. Tap **Menu > Sort by**, and tap a sort option.
   - Filter the list by category. Tap **Menu > Filter**, and tap the category you want displayed.

Tip To filter your tasks further, tap **Menu > Filter > Active Tasks** or **Completed Tasks**.

7.7 Notes

Notes helps you to quickly capture thoughts, questions, reminders, to-do lists, and meeting notes. You can create handwritten and typed notes, record voice notes, convert handwritten notes to text for easy readability, and send notes to others.

Entering information in Notes

There are several ways to enter information in a note. You can enter typed text by using the on-screen keyboard or handwriting recognition software. You can also use the stylus to write or draw directly on the screen. On devices that support recording, you can create a stand-alone recording or embed a recording in a note.

To set the default input mode for Notes

If you frequently add drawings to your notes, you may find it helpful to set Writing as the default input mode. If you prefer typed text, select Typing.

1. Tap **Start > Programs > Notes**.
2. In the note list, tap **Menu > Options**.
3. In the **Default mode** box, tap one of the following:
   - **Writing** if you want to draw or enter handwritten text in a note.
   - **Typing** if you want to create a typed note.
4. Tap **OK**.

To create a note

1. Tap **Start > Programs > Notes**. In the note list, tap **New**.
2. Tap the **Input Selector** arrow next to the Input Method icon on the menu bar, tap the input method you want, and enter your text.
3. If the **Input Selector** arrow is not displayed, tap the Input Method icon.
4. When finished, tap **OK** to return to the note list.

Chapter 8

Experiencing Multimedia

8.1 Using Camera
8.2 Using Pictures & Videos
8.3 Using Windows Media Player

8.1 Using Camera

Taking photos and recording video clips along with audio is easy with your device's built-in camera.

To switch to any of the Camera modes

- Tap **Start > Programs > Camera**; or
- Tap **Start > Programs > Pictures & Videos > Camera** icon; or
- Press CAMERA on your device.

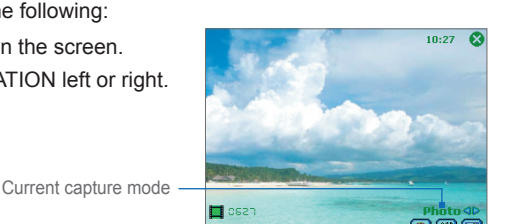
To exit the Camera

- Tap the exit icon ( ).

Use the camera

The camera on your device allows you to capture pictures and video clips by using various built-in modes with flexibility. The Camera mode is set to the Photo capture mode by default. The lower right corner of the screen displays the active capture mode. To switch to other capture modes, do any of the following:

- Tap or on the screen.
- Press NAVIGATION left or right.



The available capture modes of the camera are as follows:

- **Photo**: Captures standard still images.
- **Video**: Captures video clips, with or without accompanying audio.
- **MMS Video**: Captures video clips suitable for sending via MMS.
- **Contacts Picture**: Captures a still image and gives you the option to immediately assign it to a Photo ID for a contact.
- **Picture Theme**: Captures still images and places them within frames.
- **Sport**: Captures a sequence of still images (5 ~ 30) automatically for a short duration at a defined frequency.
- **Burst**: Captures a sequence of still images (maximum 30) as long as CAMERA on the device or ENTER on the NAVIGATION is kept pressed.

File formats supported

Using the above capture modes, the camera in your device captures files in the following formats:

Capture type	Format
Still image	BMP, JPEG
Video	Motion-JPEG AVI (.avi), MPEG-4 (.mp4)
MMS Video	H.263 baseline (.3gp), MPEG-4 (.mp4)
Burst / Sport	JPEG

Use shortcuts in Camera mode

While in Camera mode, you can use the following buttons and icons on your device as a shortcut when performing operations.

The ENTER button

Press ENTER to take a picture when you are capturing still image. Press ENTER to start recording an incoming video stream; press it again to stop recording.

The NAVIGATION control

- Press NAVIGATION up or down to increase or decrease the zoom level.
- Press NAVIGATION left or right to go to the previous or next sequential capture mode.

The CAMERA button

Press the CAMERA button on the device to switch to Camera mode. If already in Camera mode, press once to take a still image or to start recording a video clip.

Camera mode icons

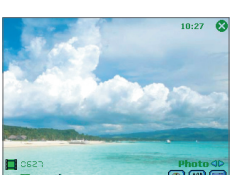
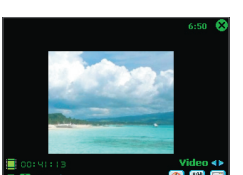
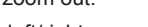
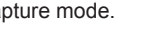
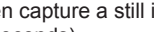
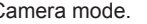
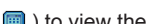


Photo mode



Video mode

- **Current time indicator**. The time indicator tells you the current time (for example, the time shown in the Photo mode screenshot is **10:27**).

- **Remaining information indicator**. The film icon ( ) displays the remaining, available shots of pictures based on current settings.
- **Resolution indicator**. The resolution icon ( ) indicates the current resolution.
- **Ambience indicator**. The ambience icon ( ) indicates the current ambience.
- **Zoom-Ratio indicator**. Tapping the up/down arrow ( ) on the screen allows you to zoom in and zoom out.
- **Mode Switching button**. Tapping the left/right arrow () on the screen allows you to switch the capture mode.
- **Self-Time indicator**. If the Self-Timer function is enabled, the timer icon () will appear on the camera screen. When you press the Enter button or CAMERA button to capture a still image, it start to count down, and then capture a still image after the assigned time (5 seconds or 10 seconds).
- **Previous/Next Template button**. In Picture Theme mode, tap the template selector icon () to display the previous/next sequential template.
- **Camera Settings**. Tap the tool icon ( ) to open the Camera Settings screen. Tap **OK** to return to Camera mode.
- **Flash**. Tap the flash icon to turn on/off the flash light. The icon indicates the flash light is turned on; the  icon indicates the flash light is turned off.
- **Picture Viewer**. Tap the viewer icon ( ) to view the picture or video in Pictures & Videos.
- **Exit**. Tap the exit icon () to exit the Camera program.

Use Still Image capture modes

While using Still Image capture modes, such as **Photo**, **Contacts Picture**, **Picture Theme**, **Sport**, and **Burst**, you can capture still image(s) by pressing CAMERA on the device or ENTER on the NAVIGATION control. The Still Image capture modes support either BMP or JPEG format, as specified by you on the Camera Settings screen.

While capturing an image in the Picture Theme capture mode, you can select a built-in template from the default template folder. To browse and select different templates, tap the template selector icon or tool icon to select a template from the Camera Settings screen.

Use Video capture mode

While using the Video capture mode, you can press CAMERA or ENTER to start recording a video clip (with audio if desired). To stop recording, press CAMERA or ENTER again. Your device displays the first frame of the captured video clip by default on the Review screen.

Before you capture a video clip, you can specify the recording limit in terms of time and file size on the Camera Settings screen so that the recording stops automatically when the clip size reaches that limit.

You can set the capture format to either Motion-JPEG AVI or MPEG-4 on the Camera Settings screen.

Use MMS Video capture mode

The MMS Video capture mode offers additional options that make it convenient for you to capture a video file and then send it via MMS. Press ENTER or CAMERA to start recording a video clip (with audio if desired). To stop recording, press ENTER or CAMERA again.

To limit the size of the video that you plan to send through MMS, there is a fixed, preset file size specified for videos captured using the MMS Video mode. The recording process automatically stops when this limit

is reached. However, you can stop recording the video manually before the specified limit is reached. The digital time indicator on the bottom left corner of the screen indicates the time limit in seconds.

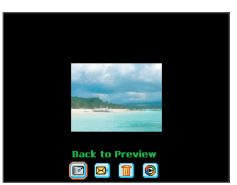
You can specify the capture format to be either H.263 or MPEG-4 on the Camera Settings screen; however, the ideal format for MMS is H.263 (3GPP). After you capture the video file, tap on the Review screen to send the file through MMS.

Use the Review screen

After taking a still image or recording a video clip, you can view the image or video clip in the Review screen. In addition, you can send the image or video clip through e-mail, or delete it immediately.

Review mode icons

Review screen of still image



Review of video

- **Back to Preview**. Tap to go back to Camera mode to capture an image.
- **Send**. Tap to send the captured image to someone via e-mail.
- **Delete**. Tap to remove the captured image.
- **View in Pictures**. Tap to switch to Pictures & Videos program. The captured image will be displayed in the Detailed View.
- **View in Windows Media**. In Video capture mode, tap to switch to Windows Media Player to play back the new video you just recorded.
- **Assign to Contacts**. Tap to send the new file immediately to a contact in the contact list.

To access the Review screen

1. In Camera mode, tap **Tools > Options > General** tab.
2. Select the **Review after capture** check box. Please note that this check box is selected by default to allow you to review the image or video clip after it has been captured.

Use zooming

While capturing a still image or a video clip by using the main camera, you can zoom in to make the object in focus move closer, and you can zoom out to make the object move farther away. In all capture modes, use NAVIGATION on your device, or tap the triangular Up arrow next to the Zoom Ratio indicator, to zoom in a still image or an incoming video stream. When the zooming limit is reached, you will hear a beep. To zoom out, press NAVIGATION down, or tap the Down arrow. The main camera zoom range for a picture or a video clip depends on the capture mode and capture size. Following is a summary.

Capture mode	Capture size setting	Zoom range
Photo	Scaled (1600 x 1280)	No zooming available
	1.3M (1280 x 1024)	1.0x to 2.0x
	Large (640 x 480)	1.0x to 2.0x
	Medium (320 x 240)	1.0x to 4.0x
	Small (160 x 120)	1.0x to 8.0x
Video and MMS Video	Medium (176 x 144)	1.0x to 2.0x
	Small (128 x 96)	1.0x to 2.0x
Contacts Picture	Large (640 x 480)	1.0x to 2.0x
	Medium (320 x 240)	1.0x to 4.0x
	Small (160 x 120)	1.0x to 8.0x
Picture Theme	Determined by the current template	Depends on the size of the template currently loaded

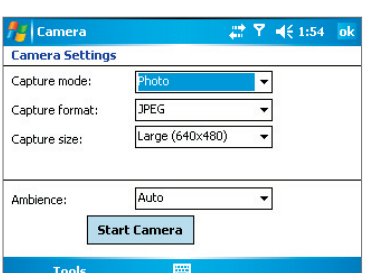
Capture mode	Capture size setting	Zoom range
Sport	Large (640 x 480)	1.0x to 2.0x
	Medium (320 x 240)	1.0x to 4.0x
	Small (160 x 120)	1.0x to 8.0x
Burst	Large (640 x 480)	1.0x to 2.0x
	Medium (320 x 240)	1.0x to 4.0x
	Small (160 x 120)	1.0x to 8.0x

Note The capture sizes available for certain capture formats also vary from one capture mode to another. The zoom range has been calculated based on the following ratio:

- 1.0x = normal size (no zooming)
- 2.0x = double enlargement
- 4.0x = quadruple enlargement
- 8.0x = octuple enlargement

Use the Camera Settings screen

While capturing a still image or video clip using any capture modes, tap the tool icon ( ) to access the Camera Settings screen. The Camera Settings screen allows you to configure the capture settings.



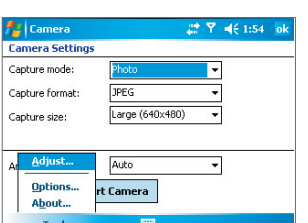
You can configure the following settings on the Camera Settings screen.

Setting	Allows you to
Capture mode	Select a capture mode
Capture format	Select a capture format
Capture size	Select a capture size
Capture frequency	Select a capture frequency
Record limitation	Specify the maximum time or file size for recording
Template	Select a template
Browse	Navigate to a folder containing templates
Burst count	Select a count of automatic capturing
Ambience	Select an ambience type

After you configure settins, tap **OK** or **Start Camera** on the Camera Settings screen to go back to the Camera screen.

Use the Tools menu

The **Tools** menu on the Camera Settings screen provides the following advanced options for configuring and customizing the Camera mode functions.



The Adjust item

Tap **Tools > Adjust** to adjust the camera display properties, such as **Contrast**, **Brightness**, **Saturation**, **Hue**, and **Gamma**. Select one of these properties from the list and move the slider (or tap the slider) to change the value. The preview window on the Adjust screen displays the effect of changes you make on the Adjust screen. Tap **OK** to save the settings. You an tap **Reset** at any time to reset all properties to their default.

The Option item

Tap **Tools > Options** to display the Options screen with the following three tabs:

- **General** tab. This field includes the following options:
  - **Disable shutter sound**. Select this check box to disable all default sounds played while capturing a still image or recording a video clip.
  - **Keep backlight on while in viewfinder**. Select this check box to ensure that the backlight remains turned on while you view the incoming video stream, overriding your device backlight settings.
  - **Review after capture**. Select this check box to display the captured image immediately after you take a picture. The Review screen provides options for performing various operations on the new file. Clearing this check box saves any newly captured file using the default file name, and returns to the Camera screen.
  - **Apply “Date and time stamp” while capturing images**. Select this check box to automatically compose the current date and time in the captured images.
  - **Flicker Adjustment**. To eliminate flicker image, select the proper frequency (Auto, 50Hz, or 60Hz) of the country where the device is being used.
  - **Save to**. Select where you want to save your files. You can either save the files to main memory or to a storage card.

- **Image tab**. This field provides image-related settings for captured files.
  - **Prefix type and Prefix string**. By default, the file name of each new captured image file is set to “IMAGE” followed by a sequential number, for example: IMAGE_00001.jpg. To change this prefix, select **String** in the **Prefix type** list, then enter the desired characters in the **Prefix string** box.
  - **Counter Index**. By default, the newly captured image files are named with a prefix and some sequential numbers, such as 00000, 00001, 00002, and so on. To reset the numbering to “00001” for your captured image files, tap **Reset counter**.
  - **JPEG Quality**. Select the JPEG image quality level for all captured still images. You can choose from **SuperFine**, **Fine**, **Normal**, and **Basic**.
  - **Self-Timer**. Select the Self-Timer option for capturing images: **Off**, **5 seconds**, or **10 seconds**. Selecting 5 seconds or 10 seconds delays the capturing by the specified time after you press CAMERA or ENTER.
- **Video Tab**. The options in this field are for configuring the advanced settings of the captured video files.
  - **Prefix type and Prefix string**. By default, the file name of each new, captured video file is set to “VIDEO” followed by a sequential number, for example: VIDEO_00001.avi. To change this prefix, select **String** in the **Prefix type** list and enter the desired characters in the **Prefix string** box.
  - **Counter Index**. By default, the newly captured video files are named with a prefix and some sequential numbers, such as 00000, 00001, 00002, and so on. To reset the numbering to “00001” for your captured video files, tap **Reset counter**.
  - **Recording with Audio**. Select this check box to record audio with the captured video clips. This check box is selected by default. If you clear this check box and then capture a video clip, it would have no audio.

8.2 Using Pictures & Videos

The **Pictures and Videos** program collects, organizes, and sorts images and video clips in the following formats on your device.

File Type	File Extensions
Image	*.bmp, *.jpg
Video	*.avi, *.wmv, *.mp4, *.3gp

You can view the pictures as a slide show, bean them, send them via e-mail, edit them, or set them as the background on the Today screen.

To copy a picture or video clip to your device

You can copy pictures from your PC and view them on your device.

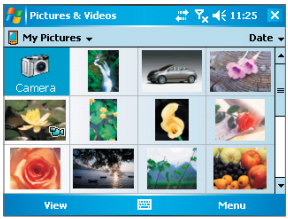
- Copy the pictures from your PC or a storage card to the My Pictures folder on your device.

For more information about copying files from your PC to your device, see ActiveSync Help on your PC.

Note You can also copy pictures from your PC to your device using a memory card. Insert the memory card into the memory card slot on your device, then copy the pictures from your PC to the folder you created on the memory card.

To view pictures

1. Tap **Start > Programs > Pictures & Videos**. The images in the My Pictures folder appear as thumbnails by default.
2. Select a picture and tap **View**. If you cannot find a picture in the default My Pictures folder, go to another folder by tapping the Down arrow.



Pictures and Videos

To play videos with audio

1. Tap **Start > Programs > Pictures & Videos**. The video files in the My Pictures folder appear as thumbnails by default, which appear with a media icon ( ).
2. Select a video and tap the thumbnail to play it with the built-in Windows Media Player.

To view slide shows

You can view your pictures as a slide show on your device. Pictures are shown in fullscreen view with 5-second intervals between slides.

1. Tap **Start > Programs > Pictures & Videos**.
2. Tap **Menu > Play Slide Show**.

Note You can specify how pictures are scaled to optimize their display in a slide show. Tap **Menu** > **Options**, then tap **Portrait Pictures** or **Landscape Pictures** on the **Slide Show** tab

Tap anywhere on the screen to display the Slide Show toolbar, which you can use to stop or pause the slide show, rotate the view, and more. Press NAVIGATION right or left to move forward or backward through the slides.

To sort pictures and video clips

If you store a large number of pictures or video clips on your device, you may find it helpful to sort them to quickly find a specific picture or clip. You can sort by name, date, and size.

1. Tap **Start > Programs > Pictures & Videos**.
2. Tap the **sort** list (labeled **Date** by default), and select the item you want to sort by.

To delete a picture or video clip

Do any of the following to remove a picture or a video clip:

- Select a picture or video clip on the Pictures & Videos screen, and tap **Menu > Delete**. Tap **Yes** to confirm the deletion.
- Tap and hold the thumbnail of the picture you want to delete, then tap **Delete**.

To edit a picture or video clip

You can rotate, crop, and adjust the brightness and color contrast of your pictures.

1. Tap **Start > Programs > Pictures & Videos**.
2. Tap the picture you want to edit.
3. Tap **Menu > Edit**, and do any of the following:
   - To rotate a picture 90 degrees counterclockwise, tap Rotate.
   - To crop a picture, tap **Menu > Crop**. Then, tap and drag to select the area to crop. Tap outside the box to stop cropping.
   - To adjust the brightness and contrast levels of a picture, tap **Menu > AutoCorrect**.

Note To undo an edit, tap **Menu > Undo**. To cancel all unsaved edits you made to the picture, tap **Revert to Saved**.

To set a picture as the Today screen background

You can use a picture as the background on the Today screen.

1. Tap **Start > Programs > Pictures & Videos**.
2. Select the picture you want to set as the background.
3. Tap **Menu > Set as Today Background**.
4. In **Transparency level**, select a higher percentage for a more transparent picture, or a lower percentage for a more opaque picture.
5. Tap **OK**.

To send pictures and video clips via e-mail

You can send pictures and video clips to other devices via e-mail.

1. First, set up Messaging to send and receive messages.
2. From the program, select the item you want to send.
3. Tap **Menu > Send**, and select one account (such as Outlook E-mail or MMS) to send the attached item.
4. A new message is created with the item attached.
5. Enter the recipient name and subject, and tap **Send**. The message will be sent the next time you synchronize your device.

Note Pictures and video clips are saved automatically before they are sent.

To beam a picture

You can beam a picture to your friends or a family member using Infrared.

1. Tap **Start > Programs > Pictures & Videos**.
2. Select the picture you want to beam.
3. Tap **Menu > Beam**.
4. Select a device to beam the picture.
5. Tap **OK**.

To assign pictures to contacts

You can assign a picture to a contact so that you can easily identify the contact at any point of time.

1. Tap **Start > Programs > Pictures & Videos**.
2. Select the picture you want to assign to a contact.
3. Tap **Menu > Save to Contact**.
4. Tap the contact, or navigate and tap **Select** to choose the contact from your Contacts list.

To use advance options

1. Tap **Start > Programs > Pictures & Videos**.
2. Select the picture for which you want to configure further settings.
3. Tap **Menu > Options**. The Options screen appears, allowing you to:
   - Resize a picture so that you can send it faster to someone using your e-mails.
   - Configure the view settings during slide shows and activate screensaver options.
   - Configure your device camera and camcorder settings.

8.3 Using Windows Media Player

You can use Microsoft Windows Media Player 10 Mobile for Pocket PC to play digital audio and video files that are stored on your device or on a network, such as on a Web site.

Using Windows Media Player, you can play both audio and video files. These are the following file formats that are supported by this version of Windows Media Player.

File Formats Supported	File Extensions
Video	
• Windows Media Video	*.wmv, *.asf
• MPEG4 Simple Profile	*.mp4
• H.263	*.3gp
• Motion JPEG	*.avi
• 3GPP2	*.3g2
Audio	
• Windows Media Audio	*.wma
• MP3	*.mp3
• MIDI	*.mid, *.midi, *.rmi
• AMR Narrow Band	*.amr
• AMR Wide Band	*.awb
• AAC	*.m4a
• 3GPP2	*.gcp

About the controls

The following are available controls on the Windows Media Player.

This control	Does this	This control	Does this
	Plays a file.		Increases the volume level.
	Pauses a file.		Decreases the volume level.

This control	Does this	This control	Does this
	Skips to the beginning of the current file or to the previous file.		Turns the sound on or off.
	Skips to the next file.		Displays a video by using the entire screen (full screen).
	Adjusts the playback progress of a selected file.		Displays a Web site where you can find music and videos to play.

Note If your device hardware supports it, you can rewind and fast-forward files by pressing and holding the Left/Right controls.

About the screens and menus

Windows Media Player has three primary screens:

- **Playback screen**. The default screen that displays the playback controls (such as Play, Pause, Next, Previous, and Volume), the album art window, and the video window. You can change the appearance of this screen by choosing a different skin.
- **Now Playing screen**. The screen that displays the Now Playing playlist. This special playlist indicates the currently playing file and any files that are “queued up” to play next.
- **Library screen**. The screen that lets you quickly find your audio files, video files, and playlists. It contains categories such as My Music, My Video, My TV, and My Playlists.

At the bottom of each screen is a menu called **Menu**. The commands on this menu change depending upon which screen you are viewing.

Playback screen menu

When you are viewing the Playback screen, the following commands appear on **Menu**.

This control	Does this
Library	Displays the Library screen so you can choose a file to play.
Play/Pause	Starts or pauses playback.
Stop	Stops playback.
Shuffle/ Repeat	Plays the items in the Now Playing playlist randomly/ repeatedly.
Full Screen	When a video is playing, displays it by using the entire screen.
Options	Lets you adjust various Windows Media Player options, including network, skin, and hardware button options.
Properties	Displays information about the currently playing file.
About	Displays information about Windows Media Player, such as the version number.

Now Playing screen menu

When you are viewing the Now Playing screen, the following commands appear on **Menu**.

This control	Does this
Library	Displays the Library screen so you can choose a file to play.
Move Up/ Down	Moves the selected item up/down in the playlist order.
Remove from Playlist	Deletes the selected item from the playlist.
Shuffle/ Repeat	Plays the items in the Now Playing playlist randomly/ repeatedly.
Clear Now Playing	Deletes all items from the Now Playing playlist.
Error Details	Displays error information about the selected item (an exclamation mark appears before the item name if error details are available).
Properties	Displays information about the selected file.

Library screen menu

When you are viewing the Library screen, the following commands appear on **Menu**.

This command	Does this
Queue Up	Adds the selected item to the end of the current (Now Playing) playlist.
Delete from Library	MDeletes the selected item from the library.
Now Playing	Displays the Now Playing screen.
Library	Displays the Library screen so you can choose a file to play.
Update Library	Adds new items to the library by searching your device or storage card.
Open File	Lets you find and play files that are stored on your device or storage card but that are not in the library..
Open URL	Lets you play a file on a network, such as the Internet.
Properties	Displays information about the selected file.

About licenses and protected files

Some content (such as digital media files downloaded from the Internet, CD tracks, and videos) have associated licenses that protect them from being unlawfully distributed or shared. Licenses are created and managed by using digital rights management (DRM), which is the technology for securing content and managing its access rights. Some licenses may prevent you from playing files that have been copied to your device. Files that have licenses associated with them are called “protected files.”

If you want to copy a protected file from your PC to your device, use the desktop Player to synchronize the file to your device (instead of dragging the file from a folder on your PC to a folder on your device, for example). This will ensure that the license is copied along with the protected file. For more information about synchronizing files to your device and other mobile devices, see desktop Player Help.

Note You can view the protection status for a file by checking its file properties (tapping **Menu** > **Properties**).

To play items on your device

Use the library to find and play songs, videos, and playlists that are stored on your device or removable storage card.

1. If you are not on the Library screen, tap **Menu > Library**.
2. On the Library screen, tap the Library arrow (near the top of the screen), then tap the library that you want use (for example, My Device or Storage Card).
3. Tap a category (for example, My Music or My Playlists), tap and hold the item that you want to play (such as a song, album, or artist name), then tap **Play**.

Note To play a file that is stored on your device but is not in a library, on the Library screen, tap **Menu > Open File**. Tap and hold the item that you want to play (such as a file or a folder), then tap **Play**.

To play an item on a network

Use the **Open URL** command to play a song or video that is stored on the Internet or on a network server.

1. If you are not on the Playback screen, tap **OK** to close the current screen and display the Playback screen.
2. Tap **Menu > Open URL**.
3. Do one of the following:
   - In the **URL** box, enter a network address.
   - In the **History** box, tap a URL that you have previously used.

Note To play an item on a network, you must be connected to a network. For more information about creating a remote connection between your device and a network, see Connections Help on your device.

Copy files to your device

Use the latest version of the desktop Player (Windows Media Player 10 or later) to synchronize digital media files to your device (instead of dragging a file from a folder on your PC to a folder on your device, for example). Using the desktop Player ensures that licenses are copied with protected files.

When synchronizing files, always synchronize the files to a storage card that is inserted into your device. Do not synchronize to a storage card that is inserted into a storage card reader. In addition, do not synchronize to the internal storage location (RAM) in your device. For more information about synchronizing files to mobile devices, see desktop Player Help on the PC.

Note Audio files copy faster if the desktop Player is configured to automatically set the quality level for audio files copied to your device. For more information, see desktop Player Help on the PC.

Accessibility for people with disabilities

Microsoft is committed to making its products and services easier for everyone to use. Many accessibility features have been built into Microsoft products, including features for individuals who have difficulty typing or using a mouse, who are blind or have low vision, or who are deaf or hard-of-hearing. For more information about the following topics, see the Accessibility section of the Microsoft Web site (**http://www.microsoft.com/enable/default.aspx**).

- Accessibility in Microsoft Windows
- Adjusting Microsoft products for people with accessibility needs
- Free step-by-step tutorials
- Microsoft documentation in alternative formats
- Assistive technology for Windows
- Customer service for people who are deaf or hard-of-hearing

Note The information in this section applies to users who license Microsoft products in the United States. If you obtained this product outside the United States, your package contains a subsidiary information card that you can use to contact your subsidiary about the products and services available in your area.

Troubleshooting

If you encounter a problem while using the Windows Media Player, a number of resources are available to help you troubleshoot the issue.

For more information, see the Troubleshooting Windows Media Player Mobile page at the Microsoft Web site (**http://www.microsoft.com/windows/windowsmedia/player/windowsmobile/troubleshooting.aspx**).

Chapter 9

Using Other Applications

9.1 Word Mobile

9.2 Excel Mobile

9.3 Viewing Slide Shows with PowerPoint Mobile

9.4 Using ClearVue PDF

9.5 Using MIDlet Manager

9.6 Using ZIP

9.7 Using Voice Speed Dial

9.1 Word Mobile

Word Mobile is a streamlined version of Microsoft Word. Word documents created on your PC can be opened and edited on your device. You can also create and edit documents and templates in Word Mobile and save them as ***.doc**, ***.rtf**, ***.txt**, and ***.dot** files.

You can have only one document open at a time. When you open a second document, the first one is saved and closed automatically.

When you close a newly created document, it is automatically named after the first several words in the document and placed in the Word Mobile document list. You can easily rename the document with a more meaningful name and move it to another folder or a storage card.

To create a file

1. In Word Mobile, tap **New**.
2. You'll see either a blank document or template, depending on what you've selected as the default template.
3. Enter text as desired.
4. When finished, tap **OK** to save the file.

Unsupported features in Word Mobile

Word Mobile does not fully support some features of Microsoft Word such as revision marks and password protection. Some data and formatting may be lost when you save the document on your device.

The following features are not supported in Word Mobile.

- **Backgrounds**
- **Shapes and text boxes**
- **Artistic page borders**
- **Smart tags**
- **Metafiles**

- **Bi-directional text**. While Word Mobile will open documents containing bi-directional text, the indentations and alignment may be displayed and saved incorrectly.
- **Password-protected files**. Word Mobile does not support opening password-protected documents. You must first remove the password protection in Word on the PC if you want to view the document on the device.
- **Document protection**.Word Mobile does not support displaying files that have been protected in Word on the PC.

The following features are partially supported in Word Mobile.

- **Picture bullets**
- **Revision marks**
- **Table styles**
- **Underline styles**. Underline styles not supported by Word Mobile are mapped to one of the four supported styles: regular, dotted, wavy, or thick/bold/wide.
- **Legacy Pocket Word files**. You can open ***.psw** files in Word Mobile; however, if you edit a file, you will need to save it in ***.doc**, ***.rtf**, ***.txt**, or ***.dot** format.

The following features are not supported on the device; however, they are retained in the file so that when a file is opened on the PC again, they appear as expected.

- **Footnotes, endnotes, headers, footers**
- **Page breaks**
- **Lists**
- **Fonts and font sizes**. Fonts not supported by the device are mapped to the closest font available, although the original font will be listed on the device.

To get more help about Word Mobile

- When in Word Mobile, tap **Start > Help**.

9.2 Excel Mobile

Excel Mobile makes it easy for you to open and edit Excel workbooks and templates created on your PC. You can also can create new workbooks and templates on your device.

Tips Work in full-screen mode to see as much of your workbook as possible.

Tap **View > Zoom** and select a percentage so that you can easily read the worksheet.

Unsupported features in Excel Mobile

Excel Mobile does not fully support some features such as formulas and cell comments. Some data and formatting may be lost when you save the workbook on your device. Note the following Excel Mobile formatting considerations:

- **Alignment**. Horizontal, vertical, and wrap-text attributes remain the same, but vertical text appears horizontal.
- **Borders**. Appear as a single line.
- **Cell patterns**. Patterns applied to cells are removed.
- **Fonts and font sizes**. Fonts not supported by your device are mapped to the closest font available. The original font is listed on your device. When the workbook is opened in Excel on your PC again, the data is displayed in the original font.
- **Number formats**. Numbers formatted using the Microsoft Excel 97 conditional formatting feature are displayed in Number format.
- **Formulas and functions**. If an Excel file contains a function that is not supported by Excel Mobile, the function is removed, and only the returned value of the function appears. The following formulas are also converted to values: formulas entered as an array or containing an array argument, for example, =SUM({1;2;3;4}); formulas containing external link references or an intersection range reference; and formulas containing references past row 16384 are replaced with #REF!

- **Protection settings**. Most worksheet and workbook protection features are disabled but not removed. However, support for password protection has been removed. Workbooks that are password-protected or workbooks in which one or more worksheets are password-protected cannot be opened. You must remove the password protection in Excel on the PC and then synchronize to open the file on the device.
- **Zoom settings**. Are not retained. Excel supports a per worksheet zoom setting, while the Excel Mobile zoom setting is applied to the entire workbook.
- **Worksheet names**. Names that reference worksheets within the same workbook are displayed accurately, but names that refer to other workbooks, arrays, for example, ={1;2;3;4}, array formulas, or intersection ranges are removed from the name list. If a name is removed from the list, it is left in formulas and functions, causing those formulas to be resolved as "#NAME?" All hidden names are not hidden.
- **AutoFilter settings**. Are removed. However, you can use the **AutoFilter** command in Excel Mobile to perform similar functions. If you have an AutoFilter applied to a worksheet that causes rows to be hidden, the rows remain hidden when the file is opened in Excel Mobile. Use the **Unhide** command to display the hidden rows.
- **Chart formatting**. All charts will be saved the way they are shown in Excel Mobile. Unsupported chart types are changed to one of these supported types: Column, Bar, Line, Pie, Scatter, and Area. Background colors, gridlines, data labels, trend lines, shadows, 3D effects, secondary axes, and logarithmic scales are turned off.
- **Worksheet features**. The following features are not supported in Excel Mobile and are removed or modified when a workbook is opened on the device: hidden sheets are not hidden; VBA modules, macro sheets, and dialog sheets are removed and replaced with a place holder sheet; text boxes, drawing objects, pictures, lists, conditional formats, and controls are removed; pivot table data is converted to values.

9.3 Viewing Slide Shows with PowerPoint Mobile

With **PowerPoint Mobile**, you can open and view slide show presentations created on your PC in ***.ppt** and ***.pps** format with PowerPoint '97 and later.
Many presentation elements built into the slide shows such as slide transitions and animations will play back on the device. If the presentation is set up as a timed slide show, one slide will advance to the next automatically. Links to URLs are also supported.
PowerPoint features not supported on the device include:

- Notes. Notes written for slides will not be visible.
- Rearranging or editing slides. PowerPoint Mobile is a viewer only.
- File formats. Files created in ***.ppt** format earlier than PowerPoint '97 and HTML files in ***.htm** and ***.mht** formats are not supported.

To start a slide show presentation

1. Tap **Start > Programs > PowerPoint Mobile**.
2. In the presentation list, tap the slide show you want to view.
3. Tap the current slide to advance to the next slide.

If the presentation is set up as a timed slide show, slides will advance automatically.

To stop a slide show

- In a PowerPoint Mobile presentation, tap ▲ | **> End Show**.

To navigate between slides

You can advance to the next slide if a presentation is not set up as a timed slide show, return to the previous slide, or go to any slide out of sequence.

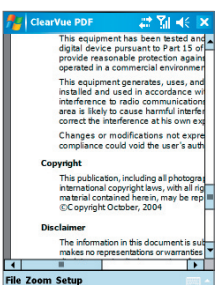
1. Tap **Start > Programs > PowerPoint Mobile**.
2. Open the presentation you want to view.
3. Tap ▲ | **> Next** or Previous, or tap **Go to Slide** and tap the the slide you want to view.

Tip	Simply tap the current slide to go to the next one.

Notes	If you have zoomed in to see a slide in more detail, you cannot navigate to another slide until you zoom out. Tapping **Next** or **Previous** may play an animation on a slide rather than navigate to another slide.

9.4 Using ClearVue PDF

ClearVue PDF displays Portable Document Format (PDF) files. These files usually have a ***.pdf** file extension.


ClearVue PDF
This equipment has been tested and
digital device pursuant to Part 15 of
provide reasonable protection agains
operated in a commercial environmen
This equipment generates, uses, and
installed and used in accordance wi
interference to radio communications
area is likely to cause harmful interfe
correct the interference at his own ex
Changes or modifications not expre
compliance could void the user's auth
Copyright
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international copyright laws, with all rig
material contained herein, may be rep
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Disclaimer
The information in this document is sub
makes no representations or warranties
File Zoom Setup

To open a PDF file on your device

1. Tap **Start > Programs > ClearVue PDF**.
2. Tap **File > Open** to view a list of PDF files on your device.
3. Tap the file you want to view.

To navigate through a PDF document

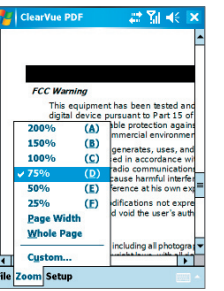
You can do any of the following:

- Tap the Up, Down, Right, and Left arrow keys on the horizontal and vertical scrollbars to move to the desired direction of the page.
- Press NAVIGATION up, down, right, and left to move around the page.
- Tap the space between the arrow keys and the scrollbar with your stylus to move one screen towards the desired position.
- Use the Left, Right, Up, and Down arrow keys on the QWERTY keyboard to move to the desired position.

- Tap anywhere on the screen with your stylus and drag it to move around the page so that you can view all the areas.

To enlarge or reduce the display size

1. Open a pdf file you want to view.
2. Tap **Zoom**.
3. Select a predefined zoom ratio, or **Page Width** or **Whole Page**.
4. Tap **Custom** to set an arbitrary zoom ratio.



9.5 Using MIDlet Manager

MIDlets are Java applications that can run on mobile devices. Your device supports Java 2 Micro Edition, J2ME. The MIDlet Manager allows you to download Java applications, such as games and tools that are specifically designed for mobile devices. Although some Java applications and games have already been installed on your device, the Java MIDlet Manager gives you the flexibility of installing and managing additional J2ME applications from the Internet.

To install MIDlets from the Internet

1. Locate the MIDlet/MIDlet suite while connected to the Internet.
2. Select the MIDlet/MIDlet suite to download.
3. Confirm to start downloading.
4. Run the file(s) to install.

Note You can cancel the installation at any time.

To install MIDlets from a PC

You can install the MIDlets/MIDlet suites on your device from a PC using the USB sync cable, the optional cradle, infrared, or Bluetooth. MIDlets copied to your device using infrared, Bluetooth, or e-mail attachments are automatically saved in the My Documents folder. However, you can copy the MIDlet file(s) from a PC to any of the following temporary folders on your device from where MIDlet Manager can install them.

- Device memory: ../My device/My Documents/My MIDlets
- Storage card: ../My device/Storage Card

Note If the My MIDlets folder does not exist in My Documents, you can create one with the same folder name. However, a folder named Storage Card automatically appears after you insert an storage card into your device.

To install a MIDlet/MIDlet suite

1. Tap **Start > Programs > MIDlet Manager > Menu > Install**.
2. Select the MIDlet/MIDlet suite from the list.
3. Tap **Install** from the shortcut menu.
4. Confirm to complete the installation.

Note To remove the MIDlet files from the temporary folder, tap **Delete** from the shortcut menu.

To run MIDlets on your device

1. Tap **Start > Programs > MIDlet Manager**.
2. Tap a MIDlet to run.

To view the MIDlets currently running

- On the MIDlet Manager screen, tap **Show > Running**.

Note To view the most recently used MIDlets, tap **Show** > **Recent**.

To stop running a MIDlet

1. Tap **Start > Programs > MIDlet Manager**.
2. Tap **Show > Running**.
3. Tap and hold a MIDlet on the Running MIDlets screen, and tap **Stop**.

Note To stop all MIDlets currently running on your device, tap **Menu** > **Stop All**.

Manage MIDlets/MIDlet suites

You can organize the MIDlets into groups and define custom groups. You can also change the default settings for a MIDlet.

To customize the display settings

1. Tap **Sort By** at the top of the MIDlet Manager screen.
2. Choose to sort by **Name** or by **Size**.

To change the display name of a MIDlet

1. Tap and hold a MIDlet, and tap **Rename**.
2. Enter a new name for the MIDlet.
3. Tap **OK**.

Note You cannot change the name of a MIDlet suite.

To uninstall a MIDlet/MIDlet suite

Before you uninstall a MIDlet/MIDlet suite, make sure that it is not running.

1. Tap and hold the MIDlet/MIDlet suite on the MIDlet Manager screen, and tap **Uninstall**.
2. Tap **OK** to confirm.

Note You cannot uninstall a single MIDlet from a MIDlet suite; you can uninstall only the complete MIDlet suite.

To check storage space

- Tap **Menu > System Info** on the MIDlet Manager screen to see how much device storage space is used by MIDlets.

To select a network type

- Tap **Menu > Choose Network Type** on the MIDlet Manager screen, and select a network type from the list.

To configure MIDlet security

You can adjust security settings for each MIDlet/MIDlet suite.

1. Tap and hold a MIDlet.
2. Tap **Security** from the shortcut menu.

Note that some features may not be available for all MIDlets/MIDlet suites. Following are the security options that you can set for a running MIDlet/MIDlet suite.

Security Option	Description
Net Access	Determines whether a MIDlet/MIDlet suite can access the Internet.
Local Connectivity	Enables a MIDlet/MIDlet suite to access services, such as infrared and Bluetooth.
App Auto Run	Enables a MIDlet/MIDlet suite to run at specified times, or any time.
Messaging	Determines whether a MIDlet/MIDlet suite can send and/or receive SMS messages.
Multimedia Recording	Enables a MIDlet/MIDlet suite to record sounds and images.

Error messages

The following is a list of error messages that you may receive while managing and using MIDlets/MIDlet suites on your device.

Error Message	Description
Either RAM shortage, or insufficient space on the file system	There is not sufficient memory on your device.
Network out	There is no network connection available.
The jar size does not match that specified in the jad	The installation information provided by the MIDlet manufacturer is inaccurate.
The jar manifest does not match the jad	The installation information provided by the MIDlet manufacturer is inaccurate.
Invalid Java application descriptor (jad)	There is a problem with the installation file provided by the MIDlet manufacturer.
Invalid Java archive (jar)	There is a problem with the installation file provided by the MIDlet manufacturer.
This Java application is not compatible with this device	One or more features required by this MIDlet is not available on your device.

9.6 Using ZIP

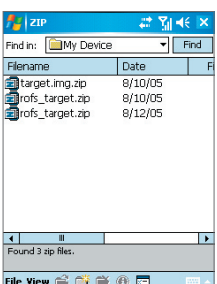
This feature allows you to save memory and increase the storage capacity of your device by compressing files in the conventional ZIP format. You can view and extract archive files received from various sources. You can also create new ***.zip** files on your device.

Start ZIP and Open .zip files

You can use **ZIP** to either archive files or open an existing archive file on your device. Each time you start ZIP on your device, it searches for files that have the .zip file extension, and displays these files on the Archive List screen.

To start ZIP on your device

1. Tap **Start > Programs > ZIP**.
2. Open a file using any of the following:
   - Select a file and tap **File > Open Archive**.
   - Tap and hold a file and tap **Open Archive**.
   - Double-tap a file.



View Archive List screen

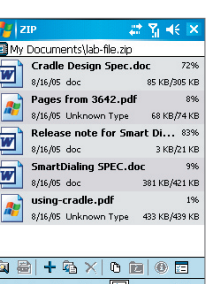
The Archive List screen displays the ***.zip** files on your device in the order they are found. While adding files to an archive file, ZIP automatically compresses the files before adding them. On the Archive List screen, you can use the File menu and View menu. Some of the options available on the File menu also appear on the toolbar of the Archive List screen.

- **File** menu
  - **New Archive**. Lets you create a new archive file with a .zip file extension.
  - **Open Archive**. Lets you open a ZIP file.
  - **Rename Archive**. Lets you rename an existing ZIP file.
  - **Delete Archive**. Lets you remove a ZIP file.
  - **Archive Properties**. Displays information about the current archive file.
  - **Send**. Lets you send a ZIP file either via e-mail or infrared.
  - **Recent**. Displays a list of recently used files.
  - **Options**. Lets you set various view mode and compression level options for an archive file.
  - **About ZIP**. Displays version and copyright information.
- **View** menu
  - **Large Icons**. Displays all files as large icons.
  - **Small Icons**. Displays all files as small icons.
  - **List**. Displays all files in a list.
  - **Details**. Displays all files in detail.

Note You cannot select multiple ZIP files.

Manage a ZIP file

After you open a ZIP file, you can either extract the file to a folder or location, or perform various tasks on the file. The icons on the toolbar of the ZIP screen also provide some of these functions. Following is an illustration of the ZIP screen.


ZIP
My Documents\lab-file.zip
Cradle Design Spec.doc 72%
8/16/05 doc 85 KB/305 KB
Pages from 3642.pdf 8%
8/16/05 Unknown Type 68 KB/74 KB
Release note for Smart Di... 83%
8/16/05 doc 3 KB/21 KB
SmartDialing SPEC.doc 9%
8/16/05 doc 381 KB/421 KB
using-cradle.pdf 1%
8/16/05 Unknown Type 433 KB/439 KB
File Action View Tools

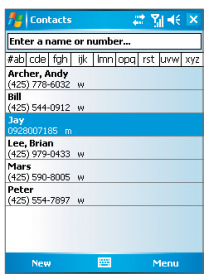
- **File** menu
  - **New Archive**. Creates a new archive file with a .zip file extension.
  - **Find Archive**. Locates an archive file.
  - **Close Archive**. Closes an archive file.
  - **Rename Archive**. Lets you rename an archive file.
  - **Delete Archive**. Removes an archive file.
  - **Archive Properties**. Displays information about the current archive file.
  - **Integrity Test**. Checks the selected file for data correctness and reliability.
  - **Refresh**. Lets you refresh the content of the current archive file.
  - **Recent**. Displays a list of recently opened archive files, including the current file.
- **Action** menu
  - **Add**. Lets you add files to the archive.
  - **Extract**. Lets you extract files from the archive to the folder of your choice.
  - **Delete**. Removes files from the archive.
  - **Send via E-mail**. Lets you send the archive file via e-mail.
  - **Send via Infrared**. Lets you send the archive file via infrared.
  - **View**. Lets you view a file from the archive file.
  - **Multi-Select Mode**. Lets you select multiple files in the archive file.
  - **Select All**. Selects all files in the archive file.
  - **Select None**. Clears all selected files in the archive file.
  - **Select Invert**. Selects in reverse from the archive file.

- **View** menu
  - **Show Folders**. Shows the folder instead of the entire path.
  - **Up One Level**. Takes you up one level from the current directory.
  - **Large Icons**. Displays all files as large icons.
  - **Small Icons**. Displays all files as small icons.
  - **List**. Displays all files in a list.
  - **Details**. Displays all files in detail.
  - **Extended**. Displays all files in detail.
  - **Sort by**. Sorts all files by the sort order you select.
  - **Properties**. Displays information about the current file.
  - **Status Pane**. Displays the status of the current file.
  - **Toolbar**. Shows or hides the toolbar.
- **Tools** menu
  - **Options**. Lets you set various view mode and compression level options for an archive file.
  - **About Zip**. Displays version and copyright information.

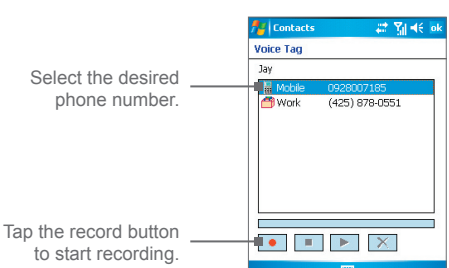
9.7 Using Voice Speed Dial

You can record voice tags so that you can dial a phone number or launch programs simply by speaking a word

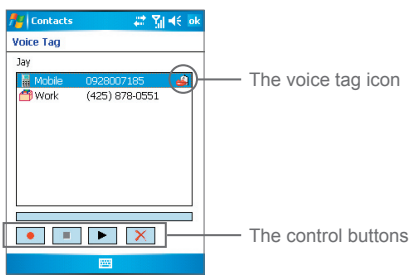
Create a voice tag for a phone number



1. Tap **Start > Contacts**, or tap **Contacts** on Today screen, to open the Contacts list.
2. Do one of the following:
   - Tap and hold the desired contact, then tap **Add Voice Tag**.
   - Select the desired contact, then tap **Menu > Add Voice Tag**.
   - Tap the desired contact to open the contact's detailed screen, then select a phone number and tap **Menu > Add Voice Tag**.
3. Select the phone number that you want to create a voice tag, then tap the record button ( ).



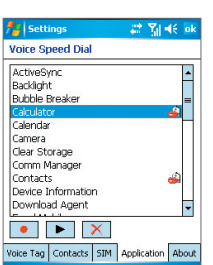
4. When completed, a voice tag icon ( ) will be displayed on the right of the item.
5. When you create a voice tag for the item, you can do one of the following:
   - Tap the record button ( ) to rebuild the voice tag.
   - Tap the play button ( ) to play the voice tag.
   - Tap the delete button ( ) to delete the voice tag.



Tip To improve the accuracy, please record your voice in a quiet place.

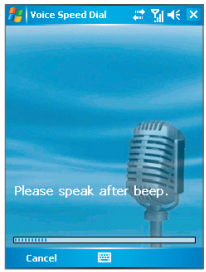
Create a voice tag for a program

1. Tap **Start > Settings > Personal** tab **> Voice Speed Dial**.
2. On the **Application** tab, it displays a list of all installed programs on your device.
3. Create a voice tag for the desired program as described above.
4. Now, you can launch the program by saying the recorded voice tag after pressing the Voice Command button.



Make a call or launch programs using a voice tag

1. Press the Voice Command button on your device.
2. After a “beep” sound, say the recorded voice tag that you have assigned to the phone number you want to call or the program you want to launch. The system will repeat the voice tag and then dial out or launch the program automatically.



Note If the system can not recognize your voice tag, please speak clearly and reduce the surrounding noise. Then, try again.

To view and test the voice tags you have created

1. Tap **Start > Settings > Personal** tab **> Voice Speed Dail**.
2. On the **Voice Tag** tab, it displays a list that contains all the voice tags you have created.
3. Select an item in the list, and you can do one of the following:
   - Tap the record button (●) to rebuild the voice tag.
   - Tap the play button (▶) to play the voice tag.
   - Tap the delete button (✕) to delete the voice tag.

Appendix

A.1 Regulatory Notices
A.2 PC Requirement to Run ActiveSync 4.0
A.3 Troubleshooting
A.4 Specifications
A.5 Index

Appendix

A.1 Regulatory Notices

Regulatory Agency IDs

For regulatory identification purposes, your product is assigned a model number of WIZA200.

To ensure continued reliable and safe operation of your device, use only the accessories listed below with your WIZA200.

The Battery Pack has been assigned a model number of WIZA16.

This product is intended for use with a certified Class 2 Limited Power Source, rated 5 Volts DC, maximum 1 Amp power supply unit.

European Union Notice

Products with CE marking comply with the R&TTE Directive (99/5/EC), the EMC Directive (89/336/EEC), and the Low Voltage Directive (73/23/EEC) issued by the Commission of the European Community. Compliance with these directives implies conformity to the following European Norms (in parentheses are the equivalent international standards).

- **EN 60950-1 (IEC 60950-1)**
  Safety of InformationTechnology Equipment.
- **ETSI EN 301 511**
  Global system for mobile communications (GSM); Harmonized EN for mobile stations in the GSM 900 and GSM 1800 bands, covering essential requirements of article 3.2 of the R&TTE directive (1995/5/EC).
- **ETSI EN 301 489-1**
  Electromagnetic compatibility and Radio spectrum Matters (ERM); ElectroMagnetic Compatibility (EMC) standard for radio equipment and services; Part 1: Common technical requirements.

- **ETSI EN 301 489-7**
  Electromagnetic compatibility and Radio spectrum Matters (ERM); ElectroMagnetic Compatibility (EMC) standard for radio equipment and services; Part 7: Specific conditions for mobile and portable radio and ancillary equipment of digital cellular radio telecommunications systems (GSM and DCS).
- **ETSI EN 301 489-17**
  Electromagnetic compatibility and Radio spectrum Matters (ERM); ElectroMagnetic Compatibility (EMC) standard for radio equipment and services; Part 17: Specific conditions for 2.4 GHz wideband transmission systems and 5 GHz high performance RLAN equipment.AccessoriesModel NumberCradlePH15x
- **ETSI EN 300 328**
  Electromagnetic compatibility and Radio spectrum Matters (ERM); Wideband Transmission systems; data transmission equipment operating in the 2.4 GHz ISM band and using spread spectrum modulation techniques.
- **EN 50360:2001**
  Product standard to demonstrate the compliance of mobile phones with the basic restrictions related to human exposure to electromagnetic fields (300 MHz - 3 GHz).
- **EN 50371:2002**
  Generic standard to demonstrate the compliance of low power electronic and electrical apparatus with the basic restrictions related to human exposure to electromagnetic fields (10 MHz - 300 GHz) - General public.

CE 0984 !

This equipment may be operated in:				AT	BE
CY	CZ	DK	EE	FI	FR
DE	GR	HU	IE	IT	LV
LT	LU	MT	NL	PL	PT
SK	SI	ES	SE	GB	IS
LI	NO	CH	BG	RO	TR

Federal Communications Commission Notice

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harm-ful interference to radio or TV reception, which can be determined by turning the equipment on and off, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio or television technician for help.

Modifications

The FCC requires the user to be notified that any changes or modifications made to the device that are not expressly approved by High Tech Computer Corporation may void the user's authority to operate the equipment.

Important Health and Safety Information

Retain and follow all product safety and operating instructions. Observe all warnings in the operating instructions on the product.

To reduce the risk of bodily injury, electric shock, fire, and damage to the equipment, observe the following precautions.

Safety Precautions for RF Exposure

Tests for SAR are conducted using standard operating positions specified by the FCC with the phone transmitting at its highest certified power level in all tested frequency bands. Although the SAR is determined at the highest certified power level, the actual SAR level of the phone while operation can be well below the maximum value. This is because the phone is designed to operate at multiple power levels so as to use only the power required to reach the network. In general, the closer you are to a wireless base station antenna, the lower the power output. Before a phone model is available for sale to the public, it must be tested and certified to the FCC that it does not exceed the limit established by the government-adopted requirement for safe exposure. The tests are performed in positions and locations (for example, at the ear and worn on the body) as required by the FCC for each model. (Body-worn measurements may differ among phone models, depending upon available accessories and FCC requirements). For body worn operation, to maintain compliance with FCC RF exposure guidelines, use only original manufacturer approved accessories. When carrying the phone while it is on, use the specific original manufacturer supplied or approved carrying case, holster, or other body-worn accessory.

General Precautions

- **Heed service markings**
  Except as explained elsewhere in the Operating or Service documentation, do not service any product yourself. Service needed on components inside these compartments should be done by an authorized service technician or provider.
- **Damage requiring service**
  Unplug the product from the electrical outlet and refer servicing to an authorized service technician or provider under the following conditions:
  - Liquid has been spilled or an object has fallen into the product.
  - The product has been exposed to rain or water.
  - The product has been dropped or damaged.
  - There are noticeable signs of overheating.
  - The product does not operate normally when you follow the operating instructions.
- **Avoid hot areas**
  The product should be placed away from heat sources such as radiators, heat registers, stoves, or other products (including amplifiers) that produce heat.
- **Avoid wet areas**
  Never use the product in a wet location.
- **Avoid pushing objects into product**
  Never push objects of any kind into cabinet slots or other openings in the product. Slots and openings are provided for ventilation. These openings must not be blocked or covered.
- **Mounting Accessories**
  Do not use the product on an unstable table, cart, stand, tripod, or bracket. Any mounting of the product should follow the manufacturer's instructions, and should use a mounting accessory recommended by the manufacturer.

- **Avoid unstable mounting**
  Do not place the product with an unstable base.
- **Use product with approved equipment**
  This product should be used only with personal computers and options identified as suitable for use with your equipment.
- **Adjust the volume**
  Turn down the volume before using headphones or other audio devices.
- **Cleaning**
  Unplug the product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning, but NEVER use water to clean the LCD screen.

Safety Precautions for Power Supply Unit

- **Use the correct external power source**
  A product should be operated only from the type of power source indicated on the electrical ratings label. If you are not sure of the type of power source required, consult your authorized service provider or local power company. For a product that operates from battery power or other sources, refer to the operating instructions that are included with the product.
- **Handle battery packs carefully**
  This product contains a Li-Ion Polymer battery. There is a risk of fire and burns if the battery pack is handled improperly. Do not attempt to open or service the battery pack. Do not disassemble, crush, puncture, short external contacts or circuits, dispose of in fire or water, or expose a battery pack to temperatures higher than 60˚C (140˚F).

Exposure to Radio Frequency (RF) Signals

Your wireless phone is a radio transmitter and receiver. It is designed and manufactured not to exceed the emission limits for exposure to radio frequency (RF) energy set by the Federal Communications Commission of the U.S. Govern-ment. These limits are part of comprehensive guidelines and establish permitted levels of RF energy for the gen-eral population. The guidelines are based on the safety standards previously set by both U.S. and international standards bodies:

- American National Standards Institute (ANSI) IEEE. C95.1-1992
- National Council on Radiation Protection and Measure-ment (NCRP). Report 86. 1986
- International Commission on Non-Ionizing Radiation Protection (ICNIRP) 1996
- Ministry of Health (Canada), Safety Code 6. The standards include a substantial safety margin designed to assure the safety of all persons, regardless of age and health.

In the U.S. and Canada, the SAR limit for mobile phones used by the public is 1.6 Watts/kg (W/kg) averaged over one gram of tissue. The standard incorporates a substantial margin of safety to give additional protection for the public and to account for any variations in usage. Normal condi-tions only ensure the radiative performance and safety of the interference. As with other mobile radio transmitting equip-ment, users are advised that for satisfactory operation of the equipment and for the safety of personnel, it is recommended that no part of the human body be allowed to come too close to the antenna during operation of the equipment.

SAR Information

- 1.272 W/Kg @ 1g (FCC) body
- 0.278 W/Kg @ 1g (FCC) head
- 0.317 W/Kg @ 10g (CE)

Warning! DANGER OF EXPLOSION IF BATTERY IS INCORRECTLY REPLACED. TO REDUCE RISK OF FIRE OR BURNS, DO NOT DISASSEMBLE, CRUSH, PUNCTURE, SHORT EXTERNAL CONTACTS, EXPOSE TO TEMPERATURE ABOVE 60˚C (140˚F), OR DISPOSE OF IN FIRE OR WATER. REPLACE ONLY WITH SPECIFIED BATTERIES. RECYCLE OR DISPOSE OF USED BATTERIES ACCORDING TO THE LOCAL REGULATIONS OR REFERENCE GUIDE SUPPLIED WITH YOUR PRODUCT.

A.2 PC Requirement to Run ActiveSync 4.0

To connect your device to the PC, you have to installed Microsoft® ActiveSync® program on your PC. ActiveSync 4.0 is included in the Installation CD, which is compatible with the following operating systems and applications:

- Microsoft® Windows® 2000 Service Pack 4
- Microsoft® Windows® Server 2003 Service Pack 1
- Microsoft® Windows® Server 2003 IA64 Edition Service Pack 1
- Microsoft® Windows® Server 2003 x64 Edition Service Pack 1
- Microsoft® Windows® XP Professional Service Packs 1 and 2
- Microsoft® Windows® XP Home Service Packs 1 and 2
- Microsoft® Windows® XP Tablet PC Edition 2005
- Microsoft® Windows® XP Media Center Edition 2005
- Microsoft® Windows® XP Professional x64 Edition
- Microsoft® Outlook® 98, Microsoft® Outlook® 2000 and Microsoft® Outlook® XP, and Microsoft® Outlook® 2003 messaging and collaboration clients
- Microsoft® Office 97, excluding Outlook
- Microsoft® Office 2000
- Microsoft® Office XP
- Microsoft® Office 2003
- Microsoft® Internet Explorer 4.01 or later (required)
- Microsoft® Systems Management Server 2.0

A.3 Troubleshooting

If you encounter any problems with your device, consult the following guide and try to solve these problems. If you are still having problems after reviewing these solutions, please contact your service provider.

Power & Battery

Problem	Solutions
I can not turn on my device.	• Soft reset the device with the Stylus. • Connect your device to the AC adapter and check LED indicator whether device is charging. Possibly the battery is drained off.
My device keeps turning itself off.	Your device is designed by default to turn itself off if not used for **3** minutes. This period can be adjusted to a maximum of 5 minutes. Refer to the Power setting in the manual for more information.
My device's date & time reset to factory default if I have removed or replaced battery.	Always re-attache the battery immediately during replacement. The data will lose if the battery is removed for a long time.
Why my device power reduce faster than my friend's?	Battery consumption varies from user to user due to the way it is being used. Devices set under specific identical test conditions may be compared objectively.

ActiveSync

Problem	Solutions
ActiveSync operation cannot be performed or connected.	• Make sure you have correctly installed the ActiveSync software found on the Companion CD that came with your device, and followed the instructions accordingly. Restart your device or/and PC and try again. • DO NOT plug in the USB cable before loading ActiveSync.

Problem	Solutions
	• Make sure the ActiveSync cradle/cable is connected securely. • On you PC, make sure the Connection Settings are correctly selected in **File > Connection Settings** of Microsoft ActiveSync.
ActiveSync is connected, but I can not transfer data.	Make sure your have established a Partnership with the PC, and check **Tools > Options** of Microsoft ActiveSync on your PC, to see if the information type you want has been selected for synchronizing. For more information, refer to Chapter 4.

Display & Sound

Problem	Solutions
Screen freezes or no response.	Soft reset your device by pressing Reset button with the Stylus.
My device doesn't make any sound.	• Check the Sounds settings by tapping **Start > Settings > Personal** tab **>Sound & Notifications**. • Check the Volume Control, the speaker may be muted.
What type of extension files can set up for Alarm tone?	The format is ***.wav**, and should be located under \Windows.
My device's sound only can be heard from the headset.	• Make sure the jack is clean and free from foreign particle. • Re-insert the headset plug into the Audio Jack and then unplug it may help sometimes. • Make sure the headset is supplied with the device.

Connection & Bluetooth

Problem	Solutions
I can not connect to the internet; Web surfing doesn't work.	• Make sure you have set up and connected to an Internet Service Provider. • Make surethe wireless connection to your mobile Service Provider is switched on, and that the signal is unobstructed. • Verify with your Internet Service Provider that your user name and password are correct.
I can't perform over-the-air synchronization.	Synchronization to a server allows your device to sync, over-the-air (OTA) directly to a Microsoft Exchange 2003 Server. This allows you to update your e-mail, contacts, calendar and tasks information securely from any location with data connectivity. In order to use this functionality, you do not need a PC running however it does require your IT administrator to enable you to use this service.
Unable to use Infrared (IR) to transfer information.	• Transfer only one file, or no more than 25 contact cards, at a time. • Line up the IR ports so that they are unobstructed and within close range. • Make sure nothing is between the two IR ports. • Adjust the room lighting. Some types of light interfere with IR connections. Try moving to a different location or turning off some lights. Do not try to use infrared beaming in the sunlight.
I can not end a Bluetooth connection.	Turn Bluetooth connection off with Comm Manager.
I can not find a particular device.	• Make sure the Bluetooth function on the other device is activated. • Make sure you are within 10 meters of each other, and there are no obstructions. • Make sure the other device is set in "Discoverable" mode.

Operating

Problem	Solutions
My device operation performs slowly.	• You may have opened too many programs. To release the operation load, you can terminate unneeded running programs by tapping **Start > Settings > System** tab **> Memory > Runnig Programs**. • Reset your device by pressing Reset button with the Stylus.

Memory

Problem	Solutions
A warning message about "Running out of memory" pops up on the screen.	Reset your device by pressing Reset button with the Stylus.
Some ways to create space on your phone are:	• Delete any unnecessary files such as old e-mail, image files, or large video files. • Remove unneeded programs by selecting Settings from the Start menu and then Remove Programs. • Install the programs or store files onto the miniSD card.

Media Player

Problem	Solutions
I can not move a file from one folder to another in Windows Media Player.	Use File Manager to move the file around the device

Problem	Solutions
What type of extension files can Windows Media Player play?	• Video formats supported: *.wmv, *.asf, *.mp4, *.avi. • Audio formats supported: *.wma, *.mp3, *.mid, *.midi, *.rmi, *.amr, *.awb, *.m4a.

Phone

Problem	Solutions
My device can not dial out or receive calls.	• You may not located in network coverage area. Move to coverage area and try again • Make sure the phone is not in Flight Mode. Tab the Antenna icon and turn off the Flight Mode.
How can I quickly find a contact and place a call?	Start entering the initial letters of the Contact you want to call, and the system will automatically search and sort the contact entries on the SIM card, in Contacts, and the phone numbers in Call History (including incoming, outgoing, and missed calls). Then, you can select the desired number or contact from the filtered list to dial.
How do I enable the Speakerphone' function?	• During a call, tap **Speaker On**, or press and hold TALK until the speakerphone turns on. The speakerphone icon ( ) appears in the title bar. • To turn off the speakerphone, tap **Speaker Off**, or press and hold TALK again until the speakerphone turns off.
Why is no signal with SIM card insertion?	• Make sure the SIM cards is installed properly. • Network could be SIM locked. Contact your service provider for assistance. • Test your SIM in other phone, possibly the SIM card is damaged.

A.4 Specifications

System Information

Processor	TI OMAP 850
Memory	- ROM : 128 MB - RAM : 64 MB DDR SDRAM
Operating System	Windows Mobile™ Version 5.0

Display

LCD Type	2.8” transflective TFT-LCD with back-light LEDs, touch-sensitive screen
Resolution	240 x 320 with 65,536 colors
Alignment Support	Portrait and Landscape

GSM/EDGE Module

Functionality	GSM/EDGE (850, 900, 1800, and 1900)
Mode	Dual (GSM)
Internal Antenna	Yes

Camera Module

Type	CMOS 1.3Mega pixel with fixed lens
Resolution	1600x1280, 1280x1024 (SXGA), 640x480 (VGA), 320x240 (QVGA), 160x120 (QQVGA), 352x288 (CIF), 176x144 (QCIF)

Physical

Dimensions	109mm (L) x 58mm (W) x 23.7mm (T)
Weight	160g (with battery)

Controls and Lights

Navigation Buttons	- 5-way Navigation pad - Five program buttons : Camera, Messaging, Internet Explorer, Voice Command, Comm Manager - Two phone functions : Call and End - Two Soft Keys - Volume control slider - Power On/Off button - Reset button
Keyboard	QWERTY type, 41 keys
LEDs	Bi-color LED on the right side: Green and Orange for GSM standby, SMS message, GSM network status, notification, battery charging status. Bi-color LED on the left side: Blue and green for Bluetooth system notification of powered-up and ready to transmit radio frequency signal, and Wi-Fi status.

Audio

Audio Controller	AGC
Microphone/Speaker	Built-in/Dual, Hands-free
Headphone	AMR/AAC/WAV/WMA/MP3 codec

Connection

Infrared	IrDA SIR
I/O port	USB, miniSD card slot with door(top)
Antenna	External connector for GSM and EDGE
Audio	Stereo earphone/microphone jack

Expansion Slots

miniSD Card	Yes

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WEEE Notice

The Directive on Waste Electrical and Electronic Equipment (WEEE), which entered into force as European law on 13th February 2003, resulted in a major change in the treatment of electrical equipment at end-of-life.

The purpose of this Directive is, as a first priority, the prevention of WEEE, and in addition, to promote the reuse, recycling and other forms of recovery of such wastes so as to reduce disposal.

The WEEE logo ( ) on the product or on its box indicates that this product must not be disposed of or dumped with your other household waste. You are liable to dispose of all your electronic or electrical waste equipment by relocating over to the specified collection point for recycling of such hazardous waste. Isolated collection and proper recovery of your electronic and electrical waste equipment at the time of disposal will allow us to help conserving natural resources. Moreover, proper recycling of the electronic and electrical waste equipment will ensure safety of human health and environment. For more information about electronic and electrical waste equipment disposal, recovery, and collection points, please contact your local city centre, household waste disposal service, shop from where you purchased the equipment, or manufacturer of the equipment.